



'Committed to improving the life chances of all children, wherever they may be'

Terms of Reference

Quality of Education and Provision - QEP

Approved by:	Board of Trustees	Date: 26.06.2025
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Last reviewed on:	26.06.2025
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Next review due by:	28 th August 2026
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1. Constitution

Orchard Community Trust Board of Trustees has resolved to establish a Curriculum, Standards and Quality Committee to advise the Board on matters relating to the Trust's Curriculum, Standards, Quality and Performance.

The Committee is responsible to the Trust Board.

The Committee's Terms of Reference are adopted by the Board and may only be amended with the approval of the Board.

2. Authority

The Committee is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. It is authorised to request any information it requires from any employee of the Trust and all employees are directed to co-operate with any request made by the Committee.

The Committee is authorised to obtain any outside legal or independent professional advice it considers necessary.

3. Main Duties

To monitor and advise the Trust Board on the following:

- The effectiveness of safeguarding, SEND and Inclusion processes and systems across the Trust
- Data on attainment and achievement for all of the Trust's schools
- The Trust quality improvement and intervention strategies and plans
- School improvement work and leadership
- Overall performance of each of the schools including:
 - Leadership standards.
 - Governance effectiveness.
 - The effectiveness of our HR and People Strategy.
 - Partnership working.
 - Admissions.
 - Children, Young People, families and wider stakeholder and community engagement.

4 Detailed Responsibilities

Safeguarding

- Implement and adhere to the common Trust Safeguarding and Child Protection Policy (adapting it to their particular school needs and information), Staff Code of Conduct Policy and all related policies and procedures and that leaders provide evidence that all staff have read and agreed these policies
- Develop a Trust Supervision processes for school Designated Safeguarding Leads
- Ensure that each school has in place a fully trained designated safeguarding lead (DSL) and a designated Local Governor for safeguarding
- Have in place safeguarding arrangements which are designed to take account of all possible safeguarding issues including Child Sexual Exploitation, Preventing Radicalisation and child-on-child abuse
- Always adhere to safer recruitment practices
- Have arrangements for working together with other agencies and for sharing information with other professionals
- Take account of the local authority's procedures and practices established by the Local Safeguarding Children's Partnership and comply with any requests from that Board

- Maintain and promote a culture of listening to children and take account of their wishes and Feelings
- Provide appropriate supervision and support for staff including undertaking safeguarding induction and training
- Follow clear policies for dealing with allegations against people who work with children
- Have clear procedures in place to handle allegations of abuse against children
- Have clear whistleblowing procedures

HR and People

- To co-ordinate the recruitment and recommendation for the appointment of the Chief Executive Officer
- To co-ordinate the recruitment and recommendation for the appointment of the Chief Executive Officer as required including level of pay
- To establish a panel to carry out the performance appraisal of the Chief Executive Officer.
- To ensure that the guidelines set out in the Academy Trust Handbook are adhered to when setting executive pay.
- To quality assure the performance appraisal and development system for central staff by reviewing an anonymised completed performance, appraisal and development form annually
- To ensure that the Trust has in place an overarching People Strategy that:
 - Encourages diversity, equality and opportunity across the Trust
 - Focuses on the growth and development of leaders at all levels
 - Promotes a culture of wellbeing, support and challenge
 - Enables us to recruit and retain the best people

Curriculum and Quality

- The academies' statutory requirements in relation to the curriculum offer and other curriculum issues such as spiritual, moral, social and cultural learning.
- Extra-curricular activities.
- The educational needs of the pupils attending the -schools
- The Trust's policies in relation to its Curriculum Statement
- To receive information on curriculum and quality issues for all the schools
- To determine and update relevant strategies relating to the above.
- Monitor relevant policies as required and agree changes as necessary.
- Monitor the deployment of non-financial resources, including personnel and property, with a view to advising the Trust Board on the effectiveness of such resources.

Performance and Standards

- To monitor and review the achievement of strategic objectives, in particular the overview of performance against quantitative and qualitative benchmarks for key indicators/outcomes and the Ofsted framework, providing challenge and recommend remedial actions where required in line with the School Improvement Plan, inclusive of special Educational Needs/Disability, SMSC and Christian Distinctiveness.
- To receive progress reports on the implementation of post-Ofsted action plans and any other formal evaluation reports related to the quality and achievement of learning across the Trust, to further inform and develop the Trust's Quality Improvement Plans and strategies

- To review outcomes, identifying significant changes in performance, emerging trends and risks in relation to the future performance of each school
- The Committee may use exception reporting in relation to the way it receives performance information to fulfil its detailed responsibilities. The Committee will receive a summary of positive performance to accompany exception reports.

5 Administration

- The Curriculum, Standards and Quality Committee will consist of a minimum of three members of the Board. Members of the Committee are appointed annually. The Chair of the Board may be an ex-officio member of the Committee.
- Additionally, up to two external co-opted members with particular expertise may be appointed to the Committee by the Board of Directors. The Board may not co-opt an employee of the academy trust if the result would be that the number of Committee members who are employees of the Trust (including the Chief Executive Officer) would exceed one third of the Committee. Co-opted members of the Committee will have full participation rights.
- Other Board members shall also have a right to attend meetings and may fully participate in meetings.
- The Chief Executive Officer will be an ex-officio member of the Standards Committee as will the Deputy CEO/ Strategic Lead for School Improvement.
- Other employees of the Trust may be invited to attend meetings but will have no voting rights.
- The Chair of the Curriculum, Standards and Quality Committee will be appointed by and from the Board annually. The Chief Executive Officer may not act as Chair of the Committee. If the Chair is absent from a meeting the Board shall choose another Board member to act as Chair for that meeting.
- The Curriculum, Standards and Quality Committee will be quorate if at least three members (or at least one third if greater) of those members eligible to vote are present. In addition, at least 50% of those members present are required to be Board members [in the event of there being co-optees on the Committee] and no more than 50% may be employees of the Trust.
- Decisions to be made at meetings of the Committee shall be determined by a majority of the votes of members present and voting. Where there is an equal division of votes, the Chair shall have a second or casting vote.
- Administrative support will be provided by the Governance Professional (Clerk) to the Board. However, the GP (Clerk) can be requested to withdraw from that part of any meeting where information of a highly sensitive or confidential nature is being discussed, with one of the committee members will act as a temporary Clerk to minute the proceedings of the committee.
- Agendas will be agreed in advance by the Chair of Committee (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least seven days (five working days) in advance of the meeting.
- Minutes of meetings will be taken and submitted to the next scheduled meeting of the Board once approved in draft by the Chair of the Committee.
- The Curriculum, Standards and Quality Committee will self-assess its performance against these Terms of Reference on an annual basis and will also review the Terms of Reference, submitting any proposed changes to the Board for approval.
- The members of the Committee shall hold office from the date of their appointment until their resignation or their omission from membership of the Committee on subsequent consideration by the Board (whichever shall happen first).
- The Board must not add to these Terms of Reference responsibilities that require the Curriculum Standards and Quality Committee to adopt an executive role, or for its members to offer professional advice to the Board. The Curriculum Standards and Quality Committee should seek formal professional opinions from the internal audit service, external auditor, or other professional

advisers to the Board. Advice should only be given in the Committee members' capacity as Trustees and Co-Optees, and only within their Terms of Reference.