



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

Terms of Reference for the Academic Improvement Committee

1. Role, Purpose and Authority

- 1.1 The role of the Academic Improvement Committee (“the Committee”) is to ensure improvement in academic outcomes across the Trust.
- 1.2 The Committee operates under a Scheme of Delegation from the Trust Board. These Terms of Reference set out the Committee’s responsibilities in line with that Scheme of Delegation.
- 1.3 The Committee is authorised by the Trust Board to investigate any activity to successfully perform its role. It is authorised to seek any information it requires from any Trustee, Committee of the Trust Board, or employee of the Trust. All Trustees, Directors and employees of the Trust are directed to co-operate with any request made by the Committee.
- 1.4 The Committee may obtain independent professional advice and secure the attendance of external consultants with relevant experience and expertise if it considers this necessary.
- 1.5 The Committee will make appropriate comments and recommendations to the Trust Board for consideration and ratification.
- 1.6 Major issues will be referred to the Trust Board for ratification in line with the terms of the Scheme of Delegation.
- 1.7 In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the Committee, the Chair of the Trust Board, in consultation with the Chief Executive and Chair of the Committee, will take appropriate action on behalf of the Committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the Trust Board.

2. Membership and Quorum

- 2.1 The membership of the Committee will comprise:
 - A minimum of two Trustees
 - Chief Executive Officer
 - Executive Director of Education x 2
 - Director of Improvement and Standards
 - Such Co-Opted Advisors with skills and expertise relevant to the work of the Committee

- 2.2 Other persons may be invited to attend for all or part of any meeting, as appropriate. This includes Chair(s) of Local Governing Boards and Headteachers when needed. Such persons will not be entitled to vote at the meeting.
- 2.3 A Trustee, (other than the Chair of the Trust Board) will be appointed as Chair of the Academic Improvement Committee and will lead on feedback for consideration by the Trust Board.
- 2.4 The quorum shall be three members of the Committee, provided that at least 2 of members present and voting are Trustees.
- 2.5 It is acknowledged that occasionally Committee members will have to send apologies for meetings. Two or more apologies from the same member in one academic year will lead to the Chair establishing the Committee member's commitment.
- 2.6 The Committee shall meet as often as is necessary to fulfil its responsibilities and at least once each term.

3. Clerking

- 3.1 The Director of Governance or their Deputy shall be the Clerk to the Committee.
- 3.2 The Clerk to the Committee shall circulate to members the agenda and papers at least 5 working days before each meeting.
- 3.3 A register of attendance shall be kept for each meeting of the Committee and be published annually.
- 3.4 The Clerk to the Committee shall circulate minutes of the meetings of the Committee to all Committee and Trust Board members within 14 days of the meeting.

4. Chairmanship

- 4.1 The Chair of the Committee will be appointed annually by the Trust Board. If the Chair is absent for a meeting the members will choose one of their number to act as Chair.

5. Scope

- 5.1 All matters within the scope of the Committee (as set out in the Academy Trust Handbook) as delegated by the Trust Board. This shall include any other matters which are outside of the remit of other committees which the Trust Board may ask the Committee to consider and recommend appropriate action.
- 5.2 The key areas are those determined by the Committee to ensure the provision of improved outcomes across the Trust.

6.0 Reporting and Review

- 6.1 The Chair of the Committee shall be responsible for submitting to the next meeting of the Trust Board a summary of the Committee's deliberations, recommendations and decisions made.
- 6.2 The Committee shall conduct an annual review of its work and these Terms of Reference, and shall report the outcome and make recommendations to the Trust Board

7.0 Detailed responsibilities and duties of the Academic Improvement Committee

- 7.1 To scrutinise educational achievement within the Trust to ensure the delivery of the Trust strategic priority 'excellent teaching and learning'.
- 7.2 To hold the CEO, Directors of Education and Senior Leadership Teams to account for academic achievement and excellent teaching and learning across the Trust
- 7.3 To identify any significant changes in performance, emerging trends, and risks in relation to any school or academy within the Trust.
- 7.4 To receive insight and review reports on any Key Performance Indicators (KPIs) determined by the Committee as relevant to their responsibilities.
- 7.5 To receive external national benchmarking data (DfE/Ofsted) for comparison and analysis.
- 7.6 To consider and advise the Board of Trustees on relevant reports by the Department of Education and Ofsted and where appropriate the recommended management response to these.
- 7.7 To consider insight from Local Governing Boards on Stakeholder Engagement, Stakeholder Voice and their Quality Assurance activities which are likely to assist and inform the work of the Committee.
- 7.8 To approve on behalf of the Trust Board the Admissions Policies/Statement for consultation with Local Authorities as required.

These Terms of Reference were discussed and initially approved by the Trust Board on

Signed..... Chair of Academic Improvement Committee

Signed Chair of Trust Board

Date:.....