

Crosshall Junior School – Academy Trust School Improvement Committee (SIC)

Terms of Reference and Standing Orders

1. Purpose

The School Improvement Committee (SIC) is established to debate curriculum and policy issues in detail and to provide information and recommendation to the full governing body. It has delegated powers for overseeing the discharge of statutory policy implementation.

2. Membership

The Committee shall consist of at least four governors, the Chair of Governors and the Head Teacher or Assistant Headteacher. In addition, teachers may be co-opted or attend as observers but they will not have voting rights. The Governing Body will elect a Chair at the first General Meeting.

Clerk: *Debbie Godfrey*

Refer to agreed committee structure for members.

3. Quorum

A Quorum shall consist of three members.

4. Meetings

The SIC will meet at least four times per academic year (minimum of once per term).

Members of the committee are entitled to seven days' notice of a meeting and to receive an agenda and any papers to be considered at the meeting at least seven days before the meeting date. A shorter timescale may be given if the committee Chair decides the issue needs urgent attention.

Other members of the governing body may attend any meeting of any committee but they may not vote.

The rules for declaration of interest and withdrawal from the meeting are the same as for full governing body meetings.

5. Chairmanship

If the Chair and Vice Chair are absent from a meeting, a non-staff governor may be elected to take the chair for the duration of that meeting.

At each meeting of the full governing body, a brief report from the committee Chair shall be presented.

6. Partnership with the Head Teacher

In carrying out its functions the committee will receive information and advice from the Head Teacher and other staff and will actively seek opportunities for wider consultation where appropriate.

The Head Teacher is entitled (but not obliged) to attend all committee meetings and has full voting rights.

7. Minutes

All committee meetings must be minuted. The approved minutes must be circulated with the agenda of the next full governing body meeting.

The agenda, signed minutes and any papers considered by the committee will be made available to any interested party who asks to review them. This will normally be done through the clerk to governors. Any confidential minutes or matters that refer to a named person, without their consent, will be redacted.

8. Terms of Reference

The Committee has delegated powers to carry out the following specific tasks:

The Committee shall advise the Governing Body in relation to its statutory obligations. In particular it shall:

- i) Advise on a regular basis:
 - a) the academy's curricular aims
 - b) the academy's policy and provision for sex and relationship education
 - c) the academy's policy and provisions for daily collective worship and religious education
 - d) the statement of general principles for pupil behaviour and discipline, including managing drug incidents
 - e) timing of school sessions
 - f) charging policy for academy activities
 - g) approval and review of the Home School Agreement

- ii) The Committee is delegated to:
- a) review the effectiveness of the pupil behaviour and discipline policy
 - b) monitor and review the progress of the academy priorities in the School Improvement Plan and Ofsted Action Plan
 - c) agree the annual statutory and non-statutory pupil performance targets and monitor and review progress
 - d) monitor and review pupil attendance
 - e) prepare, in partnership with the Head Teacher, for an Ofsted inspection
 - f) approve the curriculum policy for children with special educational needs and monitor its implementation
 - g) review procedures for parents' complaints
 - h) approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea

In addition the Committee will:

- Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the governing body.
- Contribute to governing body and school self-review with particular reference to Ofsted Self Evaluation Form – SEF.
- Plan, monitor and evaluate appropriate sections of the School Improvement Plan.
- Prepare for the governing body any appropriate report to parents (or others) on matters relating to the work of the Committee.
- Oversee data analysis to ensure that standards are maintained year on year and in comparison to the National and LA published average KS2 performance figures.

The School Improvement Committee agreed these terms of reference on 10th October 2023.