

Thinking Schools Academy Trust (the Trust)

Curriculum & Quality Assurance Committee - Terms of reference

1. Establishment of the Curriculum & Quality Assurance Committee

- 1.1. In order to support the effective operation of the Trust and the academies within the Trust (the **Group**) the Trust's board of directors (the **Board**) have decided to establish a committee to support the effective operation of the Trust. This group will be referred to in this document as the "Curriculum and quality assurance Committee" or "CQAC".
- 1.2. The Board shall review annually the membership and terms of reference of the CQAC.

2. Membership

- 2.1. The CQACC shall consist of:
 - the Trust's board Chair
 - the boards safeguarding link trustee
 - the boards education & Pupil Premium link trustee
 - the boards SEND link trustee
 - the CEO

The Board may from time to time appoint additional members.

- 2.2. The Trust's Chief Executive Officer must leave the meeting during any discussion about their performance as Trust Chief Executive Officer. There may be excluded from any minutes made provided, any material relating to the performance of the Trust's Chief Executive Officer.
- 2.3. Other Group employees and specialist support may be invited to attend meetings as required.

3. Remit and responsibilities of the CQAC

The CQAC shall:

- 3.1. ensuring that there is a broad and balanced curriculum in place for all schools
- 3.2. monitor and review the delivery of the curriculum. Ensure an inclusive practice accessible for all including SEN pupils

- 3.3. setting of attainment targets and monitoring pupil progress towards these target, which raise the standards for all children, including most and least able, those with SEND, Pupil premium, boys and girls those in a particular ethnicity and any who are currently underachieving
- 3.4. evaluate the impact of the school on the attainment and progress of pupils, including by groups of pupils, notably pupil premium & SEND
- 3.5. to evaluate the impact of pupil Premium funding
- 3.6. monitor and review school's teaching and learning

- 3.7. The CQAC can delegate tasks to such other individuals as it sees fit (for example those referred to above).

4. Proceedings of CQAC meetings

- 4.1. The CQAC shall meet in person or via video call three times a year.
- 4.2. The quorum for the transaction of the business of the CQAC shall be three or if greater one third of its membership.
- 4.3. Every question to be decided at a meeting of the CQAC must be determined by a majority of the votes of the members present and voting on the question. Each member present in person (including for the avoidance of doubt associate members) shall be entitled to one vote. [Where there is an equal division of votes the Chair shall have a casting vote.]
- 4.4. There shall be a timed agenda for meetings which will be set by the Chair.
- 4.5. A register of attendance shall be kept for each CQAC meeting and published annually.

5. Reporting

- 5.1. Within 14 days of each meeting the CQAC will produce and agree notes of its meetings showing the decisions made and any agreed actions (the **CQAC Reports**):
- 5.2. The CQAC Reports will be sent to the Board within 21 days of each meeting.
- 5.3. The CQAC shall arrange for the production and delivery of such other reports or updates as requested by the Board from time to time.

Agreed December 2020