

**WMAT School Improvement Committee**

**2016 -17 Terms of Reference**

**Vision**

**For all children to Exceed Expected Progress  
Through enjoyment and achievement**

• **Responsibilities**

- To be jointly responsible for school improvement in all MAT Schools
- To be jointly responsible for the progress and outcomes of all children within the MAT from EYS to year 13
- To provide support to all schools in the MAT as appropriate
- To review key national initiatives and develop appropriate responses
- To scrutinise, consider and challenge a wide range of teaching and learning targets, including overall performance across all schools.
- To exercise delegated functions, make appropriate recommendations and provide information and advice on performance and standards matters to the MAT Directors.
- To work with other committees and provide input to any committee plans to ensure performance and standards are properly considered and appropriate funding assigned.
- To ensure all statutory requirements covered by its remit are met or discharged.
- To respond to requests or submit appropriate recommendations and reports to the MAT Directors.
- To ensure major issues are referred to the MAT Directors.
- To regulate LGB responsibilities as they relate to school improvement.

These include

Implementation of the Safeguarding policy,  
Deployment of Pupil premium funding,  
School specific content of websites and prospectuses,  
Development and implementations of admissions policies,  
Management of fixed term and permanent exclusion of students,  
Behaviour policy  
Performance management policy  
RE provision

• **Roles**

Leadership:

- ✓ To endeavour to provide leadership time to the MAT for school improvement development and school to school support.
- ✓ To contribute strategically towards the SDP and self-evaluation of all MAT Schools.
- ✓ To provide strategic leadership to Local Governing Bodies on issues related to pupil performance and standards.

- ✓ To Coordinate MAT response to OFSTED inspection visits and final reports, including impact on all schools of any standards related matters.

#### Data:

- ✓ To agree a common framework for data reporting that supports transition from each KS.
- ✓ To monitor the attainment and progress of all children at least 3 times each year using school data including RAISEonline, and other appropriate means of assessment of the quality of teaching and learning.
- ✓ To produce a summary report for the directors as required.
- ✓ To develop an intervention programme that enables all students to make progress.
- ✓ To receive and act on, as appropriate, an annual summary analysis of each year's statutory data and advise the MAT Directors and hold the Local Governing Bodies (as appropriate) accountable for any issues arising.
- ✓ To consider and advise the MAT Directors and Local Governing Bodies (as appropriate) on matters relating to the schools' curricula, including statutory requirements.

#### Teaching:

- ✓ To seek opportunities to share teachers where appropriate.
- ✓ To encourage teaching staff to jointly plan with appropriate colleagues in other MAT schools.
- ✓ To encourage colleagues to observe teachers in other school for joint developmental purpose.
- ✓ To support best practice in development of literacy and numeracy.
- ✓ To encourage all staff to develop strong characteristics of learning in students.

#### Curriculum:

- ✓ To develop an appropriate curriculum that meets the needs of children in each school.
- ✓ To develop a curriculum that supports KS transition.
- ✓ To seek opportunities for joint trips / events.
- ✓ To strategically review curriculum related policies, specifically the Teaching and Learning and Sex and Relationship policies.

#### Development Planning:

- ✓ To agree common school development themes and an appropriate response to the challenges identified.
- ✓ To consider and advise the MAT Directors on issues which have implications for Finance and Personnel decisions.

#### Reporting:

- ✓ Submit agreed reports to the MAT Directors, to an agreed timetable, for approval on pupil performance and the quality of teaching, as contained in the MAT Development Plan.
- ✓ Report and recommend to the Mat Directors any revisions to any individual school's targets and seek approval for any significant changes.
- ✓ Report to the MAT Directors on each individual school's performance against national tests and examinations.
- ✓ Report and recommend to the MAT Directors any action plan in response to OFSTED inspection findings on any standards related matter.

- Membership and meetings

Directors and Headteachers from all MAT Schools (In the case of Hornton, the deputy may take on this role)

Additional attendees can be invited to assist or advise on a particular matter or range of issues.

Any director may attend meetings of committees.

The chair shall be appointed by the committee on an annual basis at its first meeting in the academic year.

The quorum for each committee meeting is fixed at a majority of directors.

All head teachers have the same voting rights as directors.

The committee must meet at least 4 times each academic year, prior to Director Board meetings, and as often thereafter as is necessary to fulfil its responsibilities.

The agenda and supporting papers are to be circulated at least 5 working days before each committee meeting. A formal record of the meeting will be maintained and this must be circulated as part of the agenda and papers of the next Board meeting

**Policies and Procedures assigned to this committee are:**

Prospectus and website (As pertain to the MAT)

WMAT Behaviour principles statement

**These Terms of Reference for the School Improvement Committee of the WMAT were approved by The Directors of the WMAT on the 19<sup>th</sup> October 2016.**

Signed by Chair of Directors.....



**Review Due September 2017.**