



# STUDENTS AND STAFF COMMITTEE

## Terms of Reference

### Membership

Membership to be decided at the start of each academic year. The committee will self-appoint a committee Chair, Vice Chair and mandatory link Trustees for Safeguarding, SEND and Careers Education. The Full Governing Board Chair and/or Vice Chair, Headteacher and Deputy Headteacher should attend.

### Quorum

The quorum is a minimum of 3 Trustees of the agreed membership.

### Clerking & Minutes

The Governance Professional will provide professional clerking. The Governance Professional will circulate the minutes of all meetings to all members of the Committee. The minutes and actions will be distributed to all members. The agenda and papers for submission will be issued not later than 5 working days before the meeting. Items for the agenda should be sent to the Chair and Governance Professional in advance of the agenda being issued.

### Meeting Frequency

The committee will meet 5 times per year. In circumstances where a decision is required in a timely fashion an interim meeting may take place.

### Conflict of Interest

This will be a standing item on each agenda, allowing members to declare any interest in items being discussed and any changes to business interests declared annually.

### Role of the committee

To hold executive leaders to account for the educational performance of the Academy Trust and its students, and the effective and efficient performance management of staff.

### Statutory Policies and Compliance

This committee is responsible for reviewing all statutory policies relating to the Academy Trust's Students, Curriculum and Staff matters, as per the maintained list of statutory policies.

### Students and Curriculum

In this area the committee, at a minimum, should undertake annually to:

1. Keep abreast of innovation and developments in curriculum at a national level.
2. Review the Academy Trust's performance in public examinations, to highlight any apparent difficulties and to recommend appropriate action.
3. Ensure Trustees comply with their statutory obligations in respect of safeguarding and child protection, and to assist the Academy Trust in its compliance with the regulations.
4. Monitor the provision of education and support for students with Special Education Needs and Disabilities.
5. Monitor the provision of education and support for Looked-After Children.
6. Monitor the provision of education and support for Pupil Premium students.
7. Establish and review policy documents on Relationships, sex and health education.
8. Establish and review other policy documents in connection with the curriculum as



# STUDENTS AND STAFF COMMITTEE

## Terms of Reference

appropriate.

9. Review annually the school’s communications and briefing structures.
10. Monitor the organisation, resourcing and delivery of the curriculum by the Academy Trust.
11. Ensure that statutory requirements regarding curriculum are met by the Academy Trust.
12. Monitor arrangements for the school's pastoral system, including assessment arrangements, reports and appropriate communication with parents and carers.
13. Receive feedback from student voice.
14. Contribute to the relevant sections of the School Development Plan.
15. Review attendance statistics.

### Staff

In this area the committee, at a minimum, should undertake annually to:

16. Receive, consider and make recommendations to the Full Governing Board on the overall staffing provision of the school.
17. Review annually the Academy Trust’s staff and Trustees’ professional development opportunities.
18. Review annually the Trustees’ implementation of its statutory responsibilities in respect of Safeguarding and child protection.
19. Ensure the single central record is maintained and up to date.
20. Receive, consider and make recommendations to the Full Governing Board on the Academy Trust’s academic reporting and improvement systems.
21. Monitor the organisation, delivery and resourcing of the curriculum, ensuring that statutory requirements are being met and that the freedoms of academy status are utilised.
22. Determine, approve and keep under review policies relating to the recruitment, selection, appointment, and promotion of staff and to act as members of interview panels as appropriate.
23. Monitor and review annually the school’s staff performance management and appraisal system
24. Advise the Full Governing Board on the implication of any changes in employment legislation affecting the school.
25. Receive feedback from staff voice.
26. Monitor the Academy Trust’s staff wellbeing strategies.
27. Appoint Trustees to the staff disciplinary or staff appeals committees in the event of a case being raised.
28. Contribute to the relevant sections of the School Development Plan.

<b>Approved by the Board of Trustees:</b> 16 <sup>th</sup> September 2025	
<b>Adopted by the Students and Staff Committee:</b> 1 <sup>st</sup> October 2025	<b>Next review date:</b> 9 <sup>th</sup> December 2025