



QUEENS' SCHOOL

Dare to be Great

Curriculum and Staffing Committee Terms of Reference

1. Purpose

The education committee is a committee of the board of trustees. its purpose is to provide strategic oversight and assurance on the quality of education across the trust, including pupil outcomes, curriculum, inclusion, and equality.

2. Authority

The Committee is authorised by the Board to:

- Investigate any activity within its terms of reference.
- Seek any information it requires from staff or external advisors.
- Commission reports or reviews to support its work.

3. Membership

- Minimum of three trustees, with relevant educational expertise where possible.
- The Committee may invite senior leaders, including the Headteacher, SLT and SENCo
- The Chair of the Committee will be appointed by the Board.
- Membership to be reviewed at least annually by the Trust Board.

3. Meetings

- At least three meetings per academic year.
- Additional meetings may be convened as required.
- Quorum: At least three trustees.
- The meetings will normally begin at 7.00 pm. Meetings should end at 9.00 pm.
- If the Chair realises that the meeting will run beyond 9.00 pm s/he will put to the meeting at 8.45 pm, or thereabouts, a motion to continue business as appropriate and the motion will be put to a vote. If the motion is defeated, items not completed by 9.00 pm will be held over to the next meeting.
- The Clerk to the Trustees will be the Clerk to the Committee and remind the committee of the dates of the meetings as fixed by the Board, support the Trustees and take the minutes.

- The chair will finalise the agenda in liaison with the Headteacher and clerk, who will arrange for circulation.

4. Voting

- Trustees will only be eligible to vote if they have no conflict of interest. No vote on
- any matter can take place unless at least three trustees are eligible to vote.
- A resolution in writing by this committee, which includes a resolution in electronic/digital form, will be valid and effective as if it had been passed at a meeting. This resolution must be circulated and signed by all Trustees members eligible to vote. Trustees must sign and return the relevant documentation circulated by a previously agreed method. It is not sufficient for Trustees to respond by stating their agreement only.

5. Responsibilities

a. Educational Performance

- Monitor pupil outcomes across all key stages, including attainment and progress.
- Scrutinise performance data, including for disadvantaged pupils, pupils with SEND, and other vulnerable groups.
- Review the effectiveness of curriculum delivery and alignment with the trust's vision and statutory requirements.

b. Inclusion and SEND

- Monitor the trust's approach to inclusion, ensuring all pupils have access to high-quality education.
- Recommend the trust's Inclusion Strategy to the Board and monitor implementation, outcomes and effectiveness annually.
- Review the provision and outcomes for pupils with Special Educational Needs and Disabilities (SEND).
- Ensure compliance with the SEND Code of Practice and statutory duties.
- Monitor strategic partnerships with local authorities, health services and other agencies supporting vulnerable pupils.

c. Equality and Diversity

- Monitor the implementation of the trust's Equality Objectives.
- Ensure the trust meets its obligations under the Public Sector Equality Duty (PSED), including eliminating discrimination, advancing equality of opportunity, and fostering good relations.
- Review data and reports on pupil and staff diversity, and challenge any disparities in outcomes or access.

d. Safeguarding and Wellbeing

- Receive regular updates on safeguarding arrangements and incidents.
- Monitor the effectiveness of pastoral support and pupil wellbeing strategies.
- Ensure safeguarding policies are up to date and compliant with statutory guidance.

E. Strategic Oversight

- Provide assurance to the Board on the quality of education across the trust.
- Review school improvement plans and monitor progress against key priorities.
- Support the development of a trust-wide culture of high expectations and continuous improvement.
- Monitor stakeholder engagement, parental feedback, pupil voice, complaints trends and community partnerships.

7. Reporting

- Report to the Board of Trustees after each meeting.
- Provide an annual summary of activities, findings, and recommendations.
- Escalate any significant concerns or risks to the Board promptly.

8. Review

- These Terms of Reference will be reviewed annually by the Committee and approved by the Board.

Trustee Approved: September 2026
Review date: September 2027