



The Tapscott Learning Trust

*Working together,
achieving for all*

Safeguarding, Standards and Curriculum Committee Terms of Reference 2024-25

Review Frequency	Annually
Review Date	Summer 2025
Ratified by	Trust Board
Date of Ratification	
Lead Owner	Head of Governance & Compliance
Target Audience	All layers of governance

1. Constitution

- 1.1 The Safeguarding, Standards and Curriculum Committee (SSC) is a committee of the Trust Board.
- 1.2 The Committee is authorised to request any information it requires in order to carry out its work, from any employee of the Trust

2. Membership

- 2.1 The Committee shall have a minimum of three members, with at least two committee members being trustees.
- 2.2 The Committee's current members are:

Paul Harris (CEO)
Laura Webber (Trustee)
Jane Moon (Trustee)
Dan Scott (Local Advisory Board member)
- 2.3 At the first meeting of each academic year, the Committee will elect a Trustee to act as Chair of the Committee (the 'Chair'). The Committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.
- 2.4 The Trust Board shall ensure that a clerk is provided to take minutes at meetings of the Committee.
- 2.5 The Committee may invite attendance at meetings from persons who are not Trustees or Committee members to assist or advise on a particular matter or range of issues. These attendees will not be entitled to vote.
- 2.6 Any Trustee may attend a meeting of SSC, including those who are not members of the Committee.
- 2.7 Meetings will be quorate when two (trustee) members of the committee are present. A meeting can continue in the event of being inquorate, but no decisions can be made. Decisions can be made after the meeting via email. Committee members can attend meetings virtually (eg Zoom) and will be included in the quorum.

3. Remit and Responsibilities of the Committee

- 3.1 The SSC will:
 - Monitor and evaluate the Trust safeguarding delivery and impact.
 - To receive reports on school improvement visits/peer review visits.
 - To hear curriculum updates from each school (on rota basis)

- To review and ensure standards at all schools and receive regular external assessment reports.
- To monitor and review SEND provision within the trust.
- To review the Trust's Equality Objectives and Information.
- To review Trust assessment data.
- To review the progress of the Training Hub.
- To review school risk assessments in the areas of the SDP (School Development Plan), SEF (Self-Evaluation Form) and PP (Pupil Premium)
- To review the Trust's admissions arrangements.
- To receive and agree any policies relevant to the Committee, as per the Policy Schedule.
- To review the Trust's attendance arrangements and monitor school's attendance data.
- To review the Parent's Annual Survey.

4. Proceedings of Committee meetings

- 4.1 The Committee will meet as often as is necessary to fulfil its responsibilities but at least three times a year.
- 4.2 Any two Committee members can request that the Chair convene a meeting by giving no less than 14 days' prior notice.
- 4.3 Every matter to be decided at a meeting of the Committee must be determined by a majority of the votes of the members present and voting on the matter.
- 4.4 Each member present shall be entitled to one vote. Where there is an equal division of votes the Chair shall have a casting vote.
- 4.5 A register of attendance shall be kept for each Committee meeting and published annually.

5. Reporting Procedures

- 5.1 Within seven days of each meeting the clerk will produce minutes of the meeting, which will be sent to the Chair for initial review.
- 5.2 The Committee Minutes will be agreed at the next meeting of the Committee.
- 5.3 The Committee Minutes will be sent to the Trust Board every term.
- 5.4 The Committee shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Trust Board.
- 5.5 Any amendments to this document must be approved by a quorum of Trustees. This approval can be made via email if required.

6. Policy and Document Approval

The following policies/documents are to be approved by the SSC Committee

- Admissions Policy
- Equality Objectives and Information
- SEND School Information Report and School Offer
- Team Teach/Physical Intervention
- Attendance and Punctuality Policy
- Behaviour Expectations
- SEN and Disability Policy
- Supporting Children with Medical Needs
- Training Hub Development Plan

7. Annual Work Plan

Autumn	<ul style="list-style-type: none"> ● EDI Officer Report – SEND and EDI ● Safeguarding Report ● Curriculum Delivery – one school at each meeting ● Training Hub Report ● Risk Assessments for Schools ● Peer Reviews (if required)
Spring	<ul style="list-style-type: none"> ● EDI Officer Report – SEND and EDI ● Safeguarding Report ● Curriculum Delivery – one school at each meeting ● TTLT Assessment Data ● Training Hub Report ● Peer Reviews (if required) ● Attendance and Admissions ● Link Trustee Reports
Summer	<ul style="list-style-type: none"> ● EDI Officer Report – SEND and EDI ● Equality Objectives and Information ● Link Trustee Reports ● Curriculum Delivery – one school at each meeting ● TTLT Assessment Data ● Peer Reviews (if required) ● Risk Assessments for Schools ● Parent’s Annual Survey

