



PRIMARY ACADEMY DEVELOPMENT GROUP / SMALL SCHOOLS COMMITTEE

Terms of Reference

1. Membership

- 1.1 Chair (from the Local Academies Board)
- 1.2 Principal or Vice Principal
- 1.3 Parent and Staff representative
- 1.4 Senior Leadership representative from another Academy
- 1.5 Co-opted member(s) (not to include staff employed by the Trust)

Maximum membership 9 to include at least 5 lay people.

- 1.6 Trust Executive representation – open invitation
- 1.7 Members will serve for a term of 4 years from date of appointment.

2. Meetings

- 2.1 Minimum 3 times annually, at least two weeks prior to the Academies Board meeting with extra meetings if/when required.
- 2.2 The timings of the meetings to be agreed locally.

3. The responsibility of the Primary Development Group is to provide evidence of scrutiny and associated recommendations to inform decision making by the Academies Board, related to the following:

- To ensure members of the relevant Academies Board are well informed with regard to the outcomes, progress, and strategies of the Academy.
- To understand how the budget is supporting the Academy Performance Agreement.
- Monitor spending related to specific funding streams e.g. Pupil Premium, Sports Funding, and evaluate the outcomes achieved.
- Monitor the development, and progress of key documents such as the Academy Performance Agreement.
- Receive feedback from Governor visits.
- Monitor standards and student progress in greater depth with regard to key issues in the journey towards Outstanding.
- Promote and celebrate successes.
- Share experiences, expertise and opportunities for staff and students across the Primary and Pre-School phases.
- Provide local expertise for external inspections

4. Quorum

As the Group/Committee is non-decision making, there is no quorum requirement.