



## **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.