

SHAW WOOD ACADEMY



Stakeholders Working Group Terms of Reference

Date Prepared: Sept 2022	Prepared By: MP	Review Date: Sept 2023
Approved By Governors:	Signed By Chair:	Dated By Chair:

1 Constitution

1.1 The Board of Trustees (the Directors) of Armthorpe Shawwood Academy hereby resolves to establish a working party of the Trust Board to be known as the Curriculum Working Group

2 Membership

2.1 The Working Group shall have a minimum of three members. A majority of Committee members must be Directors of the Trust Board, and the Directors will ensure group members have the necessary skills, background and experience to properly fulfil the functions.

2.2 The Working Group's current members are set out in Schedule 2.

2.3 There will be no allocated chair to the working group as each responsibility will be carried out over the academic year

3 Remit and responsibilities of the Committee

3.1 The Working Group shall be responsible for the matters set out in the Schedule.

4 Proceedings of Working Group

4. The quorum for the transaction of the business of the working group is 1 to allow teams or specific link governors to carry out their responsibilities

4.1 Every matter that requires a formal decision must be brought to the full governing body.

4.2 A register of activity shall be kept for each responsibility by way of an evidence form and fed back termly at the Fully Governing Body.

5 Authority

5.1 The Committee is authorised by the Trust Board to:

5.1.1 carry on any activity authorised by these terms of reference; and

5.1.2 seek any appropriate information that it requires from any officer of the Trust (and all officers shall be directed to co-operate with any request made).

6 Reporting Procedures

6.1 Within 14 days of activity the members will:

- 6.1.1 provide a summary document identifying
 - (i) activities undertaken
 - (ii) recommendations to the Trust Board,
 - (iii) any items for the information of the Trust Board and
 - (iv) items for further discussion by the Trust Board.

6.2 The evidence forms will be sent to the Trust Board within 21 days following each activity

6.4 The working group shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.

6.5 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.

Schedule 1

Responsibilities of the Stakeholder Working Group

Stakeholders that fall within the remit of this working group are :

- Pupils
- Parents
- Staff
- The wider Armthorpe community

To support the Headteacher in promoting good relationships and communication with parents and the wider community.

To ensure there is an effective communication strategy in place for all 4 stakeholder groups which facilitate the school's ability to actively engage and :

- Listen
- Inform
- Consult
- Involve

stakeholders in an effective and timely manner.

To ensure there are mechanisms in place to monitor the level of engagement and effectiveness of the overall strategy.

To encourage and support the participation of members of the governing body as required and appropriate to each stakeholder group and as requested by the Headteacher.

To ensure that the mechanisms are in place for the voices of all 4 stakeholder groups to be heard by the school's leadership team and by the full governing body.

To ensure that there are communication channels in place for all stakeholder groups to contact senior leadership or the governing body.

Ensure that the needs of stakeholders are monitored and responded to effectively with regards to duties under the Extended Services legislation.

Keep services under review and make recommendations to develop and adapt services to react to changes in need.

To assist with and oversee the development of the school website, including ensuring statutory policies and information appears on the website in a timely manner.

To ensure a Complaints Procedure is in place and monitored. Review complaints and look for any common themes.

To ensure a home-school agreement is in place and monitored. Review the agreement and seek input from stakeholders (pupils; parents and carers; staff) to inform changes in the document.

To ensure the statutory duties relating to pupil record keeping, disclosure of information and pupil reports are fulfilled. Including reviewing and updating the Data Protection Policy and the Freedom of Information Publication Scheme, in line with statutory duties.

To encourage wider networking with other schools in the locality, nationally and internationally to inform and enhance opportunities for children and young people, facilitate staff development and sharing of good practice, moderation of pupils work, transition processes and benchmarking.

Schedule 2

Members of the Working Group

Members of this working group are:

Mark Perry
Matthew Ridley
Marie Tame
Craig Scholes

Members with specific Linked Governor Responsibilities are: