SHARE MAT Pupil Committee Terms of Reference 2026-27

1. Purpose

The role of the trust board:

In trusts, the purpose of governance is to provide:

- strategic leadership
- accountability and assurance
- strategic engagement

The board has collective accountability and strategic responsibility for the trust. It has a focus on ensuring the trust delivers an excellent education to pupils while maintaining effective financial management and **must** ensure compliance with:

- the trust's charitable objects
- regulatory, contractual and statutory requirements
- their funding agreement

The **pupil committee** reports to and is accountable to the trust board. The board have determined that the committee will:

- Support and hold trust leaders to account for achieving our strategic objectives (add link to trust strategy), specifically in our aims of 'Overcoming disadvantage' and 'Positive Communities'.
- Assure trustees that the trust achieves the standards for 'High Quality and Inclusive Education', as described in the five pillars of Academy Excellence: pillars of quality for academy trusts
- Take the lead role in fulfilling the board's responsibilities matters relating to pupils, as described in the Academy trust governance guide - Guidance - GOV.UK
- Assure itself that trust schools are achieving high standards against the OFSTED inspection framework, particularly in relation to safeguarding, behaviour and attitudes, and personal development: Inspection Handbook

2. Membership

The pupil committee is a committee of the trust board and will consist of:

- At least 2 directors, one of whom will chair the committee, to act as the statutory trust lead(s) for Safeguarding, SEND and Careers.
- At least 1 governor from each of the SHARE MAT local governing bodies
- Up to 2 independent experts.

The members of the committee are appointed annually by the trust board.

The Chief Executive Officer (CEO) will be invited to attend the committee meetings but will not be a member of the committee. The CEO may delegate this responsibility to other executive leaders or ask other staff to attend, so that the most appropriate person is able to answer questions or lead any agreed actions. Any other members of staff or external professionals may be invited to attend the relevant meeting as required. The CEO or delegate will ensure the committee receives any reasonably requested information or reports in good time for the meetings.

There are specific requirements for the board, which will be delegated to this committee:

- there must an individual on the board who has specific oversight of the school's arrangements for SEND (normally a director member of this committee)
- a designated staff member must be appointed, to support the educational achievement of looked-after and previously looked-after children

3. Meetings

The committee will meet 3 times per year in advance of the trust board meetings. The Chair will report to the trust board and governors will report back to their local governing body.

The quorum shall be at least three members, one of whom must be a director.

The administration of meetings will be managed by the clerk to the directors. Agenda and papers will be circulated to members of the committee 7 days in advance of the meeting.

Any decision taken must be determined by a majority of votes of committee members present and voting.

4. Authority

The committee will report to the board on any decision taken in accordance with the Scheme of Delegation.

The committee is authorised to investigate any activity within its term of reference or specifically delegated to it by the board.

The committee is authorised to obtain any legal and professional advice it considers necessary, normally in consultation with the chair of the trust board.

5. Main Duties

The committee will:

- Ensure policies and practices reflect the trust's positive culture and ethical practice
- Review the progress of the trust's strategic goals for pupils, identifying appropriate metrics to measure success
- Promote pupil well-being, safeguarding arrangements, and child protection throughout the trust
- Set and safeguard high expectations for the trust's community, particularly for the expected behaviours, progress and attainment of all pupils
- Review key performance indicators for pupils, such as attendance and behaviour data



- Promote good pupil behaviour by assuring itself there are effective policies and practices in place, which are well understood by pupils and parents
- Assure itself there are effective anti-bullying policies and practices in place
- Help to secure the best outcomes for all the trust's pupils through a full understanding their needs and context
- Ensure the trust fulfils its statutory and moral responsibilities to its pupils, parents and communities, through effective policies and practices in:
    - Safeguarding and child protection
    - Special Educational Needs and / or Disabilities (SEND) and Pupils with Medical Conditions
    - Equalities duties relating to pupils
    - Looked after and previously looked after children
    - Pupil wellbeing and mental health
    - Attendance, including children missing in education
    - Promoting fundamental British Values
    - Admissions
    - The Prevent Duty
    - Behaviour, including suspensions and exclusions
    - Careers
    - School uniform
    - Relationships and sex education
    - Complaints
- The committee will want to assure itself that all the above policies are compliant with DFE requirements, reflect best practice, are implemented effectively and contribute to a culture where pupils' needs are given the highest priority
- Review the Personal Development (also know as PSHCE or similar) curriculum, to ensure it helps pupils develop in many diverse aspects of life, as described in the OFSTED handbook: School inspection handbook - GOV.UK
- Seek and consider the views of parents, carers and communities, to better understand how the trust can support their child's education
- Assure itself that there are robust risk controls and management systems in place. Emerging risks should be highlighted to the Audit & Risk Assurance Committee/Board for discussion.

The committee will usually decide to undertake a more detailed, annual review or audit into one or two of the above responsibility areas. This may be with the support of an external partner or suitable organisation.

6. Behaviour panels

Governing bodies remain responsible for organising pupil behaviour panels and appeal panels for exclusions or lengthy suspensions. Members of this committee will be encouraged to support these panels, to help share expertise and good practice. It will be helpful to arrange suitable training through this committee.

7. Work Programme

The board recognises the significant responsibilities placed on the committee. To support governors' and directors' workload, the committee will agree a cycle of activities over a three-to-five-year period and an annual plan. This should help the committee achieve the right



balance between focusing on key aspects of its work in more detail and fulfilling statutory responsibilities in a timely manner.