

Terms of Reference

Hope Distinctiveness and Personal Development (HDPD) Committee

**1. Constitution and Purpose**

- 1.1 Recognising their historic foundation, the Hope Distinctiveness and Personal Development (HDPD) Committee will ensure that the Church schools in the Hope Learning Trust MAT will continue to preserve and develop their Christian character and distinctiveness, in accordance with the principles of the church in partnership with the Church at parish and diocesan level. The HDPD Committee will also ensure oversight and monitoring of personal development of all learners within the Trust, in both Church and non-Church schools. The HDPD Committee will oversee the wider curriculum, character education including mental health, preparation for the future (both transition and careers education) and preparation for life in modern Britain.

**2. Membership**

- 2.1 The Committee shall have a minimum of three members. A majority of HDPD Committee members must be Trustees. The membership may include persons who are not Trustees: the Chair of the committee may decide if such members are entitled to vote in any proceedings of the committee. At least three members must be Trustees.
- 2.2 The HDPD 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. Such persons shall be in attendance only and shall not be entitled to vote.
- 2.3 No vote on any matter shall be taken at a meeting of the HDPD Committee unless the majority of members of the committee present are Trustees.
- 2.4 The Chair shall be appointed annually from the Trustee members of the group, either by the committee or the Full Trust Board.
- 2.5 The CEO shall ensure that a Clerk is provided to take minutes at meetings of the committee.

**3. Remit and responsibilities of the HDPD Committee**

- 3.1 The HDPD Committee shall be responsible for the matters set out in the attached Schedule, and any other matters delegated to it by the Trust Board.

**4. Proceedings of HDPD Committee meetings**

- 4.1 The HDPD Committee will meet as often as is necessary to fulfil its responsibilities but at least three times a year being once in each of the autumn, spring and summer terms. The committee will aim to meet at least two weeks in advance of the Board of Trustees meetings.
- 4.2 Any three HDPD Committee members can require that the Chair convene a meeting by giving no less than 14 days' prior notice.
- 4.3 The quorum for the transaction of the business of the HDPD Committee shall be 50% of those members of the committee who are Trustees of the Trust.

- 4.4 Unless the meeting is quorate any matter decided by the HDPD Committee will only be a recommendation and must be ratified by the Trust Board.
- 4.5 Every matter to be decided at a meeting of the HDPD Committee must be determined by a majority of the votes of the committee members present and voting on the matter. (For the avoidance of doubt, an abstention from voting is not counted as a vote)
- 4.6 Each member present in person shall be entitled to one vote.
- 4.7 Where there is an equal division of votes the Chair of the meeting shall have a casting vote.
- 4.8 In the absence of the Chair, the Vice-Chair may act as Chair.
- 4.9 A register of attendance shall be kept for each committee meeting and published annually.
- 4.10 All papers will be provided to committee members no less than seven days before the meeting. The committee will only consider papers submitted less than seven days before the meeting in exceptional circumstances and with the prior agreement of the Chair.

## **5. Authority**

- 5.1 The HDPD 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 5 working days of each meeting the Clerk to the HDPD Committee will produce minutes of its meetings.
- 6.2 Within 10 working days of each meeting the Chair of the HDPD Committee will agree the minutes of its meetings.
- 6.3 The HDPD Committee minutes and any reports can be agreed by committee members by email.
- 6.4 The HDPD Committee minutes and reports will be sent to the Trust Board at least 5 working days before the next Full Board meeting.
- 6.5 The HDPD Committee shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.
- 6.6 The HDPD Committee shall conduct an annual review of its work (summer term) and these terms of reference (autumn term) and shall report the outcome and make recommendations to the Trust Board.

## SCHEDULE

### Responsibilities of the Hope Distinctiveness and Personal Development Committee

#### *Role a) Church School Distinctiveness*

1. **To provide support to church academies in the Trust on their CE foundation, including by:**
  - a. (In conjunction with the academy's Diocesan SLA Advisers) supporting church academies to reflect on and develop their **church school distinctiveness and effectiveness** and to explore their **Christian vision and values**; developing chaplaincy across schools within the Trust.
  - b. To ensure Church schools meet and exceed the expectations of the Church of England National Board for Education and the Methodist Church and meet their statutory duty under Section 48 of the Education Act 2005.
  - c. Securing high quality **Collective Worship** across church academies;
  - d. Securing high quality **Religious Education** in accordance with the Statement of Entitlement 2016 and where relevant provision of denominational RE;
  - e. Encouraging and supporting the review of church academy **admissions arrangements** in accordance with DBE advice;
  - f. Championing **training** for Members, Trustees and Local Governors on church school distinctiveness and effectiveness, and church school governance.
2. **To provide scrutiny of church distinctiveness of church academies, including by:**
  - a. Scrutinising and advising on church academy policies which relate to the church ethos and values of the academies, including RE, Collective Worship, SMSC and behaviour;
  - b. Scrutinising the **Schemes of Delegation** for church academies to ensure that the church foundation of the academy is appropriately reflected;
  - c. Receiving reports from the academies in relation to, and using that information to monitor:
    - Their compliance with the legal requirements for **Collective Worship**; to ensure each Church school is delivering collective worship is in accordance with provision of the trust deed relating to the school/academy and/or in accordance with the tenets and practices of the church.
    - Their compliance with the legal requirements for **Religious Education** and the extent to which the Statement of Entitlement (June 2016) is being followed and denominational RE where relevant;
  - d. The extent to which faith aspects are taken into account in respect of **staff appointments**;

- e. **Foundation Local Governor** attendance, distinctiveness and governance training and vacancies. Collecting ethos undertakings from Members, Trustees and Local Governors and providing them to the DBE.
- f. Receiving and scrutinising the academies' **self- evaluation judgements** considered under SIAMS in response to the question: **"How effective is the school's distinctive Christian vision, established and promoted by leadership at all levels, in enabling pupils and adults to flourish?"** through the following strands:
  - *Vision and Leadership*
  - *Wisdom, Knowledge and Skills*
  - *Character Education: Hope, Aspiration and Courageous Advocacy*
  - *Community and Living Well Together*
  - *Dignity and Respect*
  - *The Impact of Collective Worship*
  - *The Effectiveness of Religious Education*
- g. Advising the LGC if:  
The committee has concerns about the self-evaluation judgements reached by the academy or other material concerns about matters coming to light in their review of the academy's self-evaluation judgements or other reported information.
- h. Advising the Trustees if:  
The academy's self-evaluation assessment represents a decline from the last SIAMS inspection in any of the key areas; and/or The Group has concerns about the self-evaluation judgements reached by the academy or other material concerns about matters coming to light in their review of the academy's self-evaluation judgements or other reported information.
- i. Scrutinising individual academy SIAMS Self Evaluation Forms on a rotational basis linked to the likely date for inspection;
- j. Coordinating completion of academy specific sections of the **Trust's General Oversight Report** for provision to the Board of Trustees and Members at their AGM.

***Role b) Personal Development and Wellbeing***

- 1. To ensure that the curriculum develops learners' broader interests and talents by:**
  - a. Monitoring and reviewing academies' work to support all students to develop their talents further.
- 2. To ensure that the academies' curriculum supports the development of character including resilience, wellbeing, confidence and independence by:**
  - a. Monitoring and reviewing reports from LGC on work to support students' physical and mental health
- 3. To ensure that academies prepare learners for future success by:**

- a. Reviewing academies' approach to school preparedness, transition arrangements between year groups and phases, and preparation for further/higher education and employment.
- 4. To ensure that academies prepare learners for life in modern Britain through development of:**
  - a. Citizenship; Fundamental British Values; Celebration of Diversity.

**Document Management:**

Date Terms of Reference Approved: Presented for Approval November 2020

Next Review Date: Autumn 2021

Approving Body: HLTY Board of Trustees