

Terms of Reference

Distinctiveness and Personal Development (DPD) Committee

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1. Constitution and Purpose

- 1.1 Recognising our historic foundation, the Heartwood Learning Trust (HLT) **Distinctiveness and Personal Development (DPD) Committee** will ensure that our Church academies 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 DPD Committee will also ensure oversight and monitoring of personal development of all learners within the Trust, in both Church and non-Church academies.
- 1.2 The DPD 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. The DPD Committee will consult with York Diocesan Board of Education (YDBE) prior to any proposed changes which may impact Church academies.

2. Membership

- 2.1 The DPD Committee shall have a minimum of two members. A majority of DPD Committee members must be Trustees. Any member of the Board of Trustees may count towards membership of the DPD Committee, and will be entitled to vote in any proceedings of the Committee. The membership may include persons who are not Trustees: the Chair of the DPD Committee may decide if such members are entitled to vote in any proceedings of the Committee. At least two members of the DPD Committee must be Trustees. Officers of the Trust who may attend the meeting to report to Trustees are not counted as Committee members and are not entitled to vote in any proceedings of the Committee.
- 2.2 No vote on any matter shall be taken at a meeting of the DPD Committee unless the majority of members present are Trustees.
- 2.3 The Deputy Chief Executive Officer shall ensure that a Clerk is provided to take minutes at meetings of the DPD Committee.
- 2.4 The DPD 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.
- 2.5 The Chair of the DPD Committee shall be appointed annually from the Trustee members of the group by the Full Trust Board.

3. Remit and responsibilities of the DPD Committee

- 3.1 The DPD 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 DPD Committee meetings

- 4.1 The DPD 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 DPD Committee will aim to meet at least two weeks in advance of the Board of Trustees meetings.
- 4.2 Any two DPD 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 DPD Committee shall be two of those members of the committee who are Trustees of the Trust.
- 4.4 Unless the meeting is quorate any matter decided by the DPD 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 DPD 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 are three or more Trustee members and an equal division of votes, the Chair of the meeting shall have a casting vote. Where there are only two Trustee members and they do not fully agree, the decision will be referred to the Trust Board for the final vote.
- 4.8 In the absence of the Chair, a fellow Trustee may chair the meeting.
- 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 DPD Committee is authorised by the Trust Board to:
- carry on any activity authorised by these terms of reference; and
 - 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 DPD Committee will produce minutes of its meetings.

- 6.2 Within 10 working days of each meeting the Chair of the DPD Committee will agree the minutes of its meetings.
- 6.3 The DPD Committee minutes and any reports can be agreed by Committee members by email.
- 6.4 The DPD Committee minutes and reports will be sent to the Trust Board at least 5 working days before the next Full Trust Board meeting.
- 6.5 The DPD 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 DPD 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 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:
 - 1.1 (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 academies within the Trust through 'Critical Friend' visits.
 - 1.2 Ensuring that Church academies 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. The DPD Committee is responsible for liaising with the YDBE to ensure the Trust's Religious Education (RE) Policy is compliant with SIAMS requirements.
 - 1.3 Securing high quality Collective Worship across church academies through the approval of the Trust's Collective Worship Policy and monitoring of its implementation.
 - 1.4 Securing high quality Religious Education in accordance with the Statement of Entitlement 2016 and where relevant provision of denominational RE;
2. To provide scrutiny of church distinctiveness of church academies, including by:
 - 2.1 Scrutinising and advising on policies which relate to the church ethos and values of the academies, including RE, Collective Worship, SMSC and behaviour;
 - 2.2 Scrutinising the Schemes of Delegation for church academies to ensure that the church foundation of the academy is appropriately reflected;
 - 2.3 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 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;
 - The extent to which faith aspects are taken into account in respect of staff appointments;
 - 2.4 Scrutinising Foundation Local Governor attendance, distinctiveness and governance training and vacancies.
 - 2.5 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

2.6 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.

2.7 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.

- 2.8 Scrutinising individual academy SIAMS Self Evaluation Forms on a rotational basis linked to the likely date for inspection.

Role b) Personal Development and Wellbeing

1. To ensure that the curriculum develops learners' broader interests and talents by 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 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 reviewing academies' approach to academy preparedness, transition arrangements between year groups and phases, and preparation for further/higher education and employment.
4. To ensure that the academy's curriculum prepare learners for life in modern Britain through its contribution to Spiritual, Moral, Social and Cultural Development (SMCD), Personal, Social, Health, Career, Education (PSHCE), Sex and Relationship Education (SRE), British Values and preparation for an appreciation of life in modern Britain. Citizenship; Fundamental British Values; Celebration of Diversity.

5. Behaviour and attendance

- 5.1 Advise the Trust Board on behaviour, discipline and attendance matters generally.
- 5.2 Receive termly a report from the Trust Inclusion Lead on the overall pattern and use of exclusions.
- 5.3 For each of the Trust's academies:
 - receive and review targets for pupil attendance;
 - review reports from each LGC on actual pupil attendance compared with targets; as appropriate, recommend to the Trust Board any remedial actions.

6. Stakeholder Engagement

- 6.1 To maintain strategic oversight of how leaders communicate and engage with stakeholder groups (pupils, parents, staff, wider community).
- 6.2 Monitor feedback from staff, pupils, parents/carers through surveys such as Staff Voice, Pupil Voice and parent surveys including Ofsted Parent View and other stakeholder engagement opportunities.
- 6.3 Assist the Trust Board with monitoring of the application of Equality, Diversity and Inclusion (EDI) policies in communication and interactions with stakeholder groups.