



Woolwich Polytechnic
School for Boys



Woolwich Polytechnic
School for Girls

TERMS OF REFERENCE FOR THE POLYMAT DEEP DIVE FORUM

Approved by Trustees: 11 September 23
Due for review: September 2024

Membership

The Deep Dive Forum is a Supporting Body with no accountable powers. Membership is voluntary and open to any Academy Committee Member and any Trustee.

Quorum No

There is no quorum required.

Chairing

A Chair will be elected from one of the Academy Committees or the Trust Board, by the Deep Dive Forum annually. The Chair will have responsibility to ensure the smooth running of each meeting and that minutes are accurate and shared with the Trust Board and each Academy Committee.

Attendance

Members of the forum, the Head Teachers and the Clerk to the forum have a right to attend committee meetings. Any other member of the Trust Board may also attend and any member of the Trust Executive. The forum may allow other persons to attend as required.

Meetings

The Deep Dive Forum shall meet once per term (three times per year).

Notice of meetings

Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee, and to any other person required to attend, no later than five working days before the date of the meeting. Supporting papers shall be sent by email to the Committee members and to other attendees, as appropriate, at the same time. Meetings may take place by teleconference / video conference.

Overview

The Deep Dive Forum is a driver of improvement *between* each academy. The Deep Dive Forum is not an accountable body. Instead, it is a chance to scrutinise and understand areas of practice common to all PolyMAT schools in much more depth on a regular basis, giving those involved much greater insight into key areas of our schools' work. It is also a forum for sharing ideas and collaborating. The key features are:

- A schedule of "Deep Dive" topics are calendared throughout the year – eg Pupil Premium, Safeguarding, Progress of More Able Students (see "Specific" below).
- Each school presents in detail their work for each area and members are able to scrutinise and compare ideas.
- Recommendations can be made for areas where schools can collaborate.

Terms of Reference

GENERAL

1. To scrutinise, compare and share practice between PolyMAT schools
2. To ensure that all PolyMAT schools have outstanding impact on the specific areas of presentation
3. To foster a culture of collaboration and openness between all PolyMAT schools
4. To develop better understanding of practice "on-the-ground" by members of the Forum which allows better contributions to Academy Committee Meetings

5. To report back to the Trust Board and Academy Committees via the minutes and a report from the Chair on the following:
 - The best practice from PolyMAT schools
 - The level of collaboration occurring between PolyMAT schools
 - Areas of concern or underperformance which can be supported through collaboration

SPECIFIC

To receive in-depth presentations from all PolyMAT academies on the following topics on a regular basis (this may cover a timescale of more than one year), each meeting to focus on a single topic.

1. **Progress of student groups**, to include but not limited to: Pupil Premium, High Prior Attainers, Vulnerable Students, Ethnic Groups, SEND Students, DSP Students.
2. **Learning and Teaching** strategies and impacts.
3. **Curriculum initiatives**, to cover Intent, Implementation and Impact.
4. **Behaviour Management** strategies and impact.
5. **Safeguarding practices**, to include Safer Recruitment and the protection of vulnerable students.
6. **Pastoral Care** to include general and specific practices.
7. **Research initiatives** in each academy and their outcomes.
8. **Staff Well-Being and CPD** practices and their impact.
9. **Promotional and Recruitment** strategies and their impact.
10. **Ad-Hoc topics** related to specific contexts as they arise – eg Remote Learning

Agreed by the Trust Board 11th September 23