

Education and Standards Committee Terms of Reference November 2024

These Terms of Reference are to be reviewed annually at the first committee meeting of each academic year, or more frequently if required.

1) Purpose

The purpose of the Education and Standards Committee is to:

- Support the Board of Trustees in fulfilling statutory duties relating to the quality of education, curriculum safeguarding and attendance;
- Support the Board in understanding the unique context of each academy whilst ensuring a consistent and systematic approach to reporting;
- Support the Board in understanding relevant key performance indicators, including pupils' performance, progress, outcomes, behaviour and attendance and how the Trust is performing against the national context;
- Support and challenge the strategic role of school and Trust educational leadership;
- Support and challenge by linking the work of this committees to the Trust's overall strategic plans, prioritisation and longer-term vision.

2) Membership and Reporting

This committee will be appointed by the Board of Trustees and should comprise of:

- 3 Trustees (Chair to be elected)
- Chief Executive Officer
- 2 School Improvement Directors (ex-officio)

The Committee will have a minimum of three Trustees, with membership agreed annually by the Trust Board; a quorum will be at least two Trustees, plus the accounting officer.

The Committee will meet at least once per term but may choose to meet more often. The Chair of the Committee, who shall not be the Chair of the Trust Board, will be elected by a quorum of the Committee members and will have a second or casting vote, where there is an equal division of votes.

The School Improvement Directors are ex-officio but non-voting members, and other Trust staff may be invited to attend and contribute to meetings from time to time in-line with the pre-agreed agenda items.

Meetings will be clerked, and actions tracked in order that trustees have the necessary oversight to ensure effective governance.

The Committee will receive reports from the trust and its schools in sufficient detail to enable it to undertake its strategic responsibilities for scrutiny, evaluation and ensuring that effective improvement actions be taken to address underperformance.

3) Scope of responsibilities

The Committee's role is to provide detailed oversight of the Trust schools' educational performance, and the Trust's school improvement functions, against the annual and longer-term Trust and School Improvement Plans. Strategic leadership of this still rests with the Full Trust Board. The Trust Board

delegates the following responsibilities to the Education Committee whilst maintaining overall accountability.

1. To ensure that the Trust has an effective safeguarding culture underpinned by policies, procedures and due process to monitor the effectiveness of these across the academies.
2. To review the performance data for Trust schools and ensure that areas of concern are addressed robustly and rapidly.
3. To review and act on other data where helpful, e.g. attendance, exclusions, behaviour, mobility, high achieving – priority areas to be determined through internal and external benchmarking and analysis.
4. To ensure that all learners receive a broad and balanced, inclusive curriculum in line with statutory requirements (including reference to RE and Relationships and Sex Education).
5. To provide effective challenge on educational performance and academic progress of pupils to ensure the best possible outcomes for all children.
6. To understand the distinctiveness of each of the academies, and ensure there are high expectations for all pupils no matter what their starting point or postcode.
7. To confirm that each school aligns their curriculum with the particular needs of their community.
8. To review annually the readiness of all Trust schools for inspection and ensure that actions to address areas of vulnerability are built into school improvement plans and Trust Rapid Improvement Plans. To approve post-Ofsted action plans if required.
9. To monitor the views of pupils and to evaluate the ways in which each academy actively responds to pupil views.
10. To monitor the views of parents and carers to evaluate the ways in which each academy actively responds to the views of parents and carers.
11. To monitor provision, progress and standards for all groups of vulnerable children (including Disadvantaged Pupils, Looked after Children, Special Educational Needs & Disabilities and English as an Additional Language) to ensure that their needs have been identified and addressed, and to evaluate their progress and achievement.
12. To strategically review progress and impact against the priorities in the School Improvement Plans (SIPs) and the Trusts responsive and tailored CPD offer. To share and discuss wider learning and development opportunities that staff are involved in.
13. To review, adopt and monitor the statutory policies and procedures related to EYFS in accordance with the CET Policy schedule.
14. To keep under review the requirements of the Equalities Act 2010 with reference to particular characteristics, in relation to the curriculum, teaching and learning, assessment, achievement and progress; monitor implementation of the scheme, assess its impact on staff, learners and parents/carers and report emerging issues to the Board of Trustees.
15. To approve Early Career Teachers statutory arrangements and provision linked to the schools induction process.

4) Terms of Reference review

These Terms of Reference should be reviewed on an annual basis. The Executive Team will be expected to keep up to date with statutory and other changes on an ongoing basis in order to ensure trustees are kept well informed of such changes and their impact on these Terms of Reference.

The roles of the key stakeholders and their responsibilities to the Education and Standards Committee is identified in the Scheme of Delegation September 2024.

5) Proceedings of Committee Meetings:

- The Chair and SID (Curriculum and Assessment) is responsible for circulating the agenda and minutes of meetings in liaison with and via the Trust Clerk;
- Agendas and accompanying material should be available seven days in advance of meetings; minutes should be available to the Trust Board within fourteen days of the meeting.
- A formal report should be made to the Full Trust Board at least once per term;
- Every matter to be decided at a meeting of the Committee must be determined by a majority vote of the members present and voting on the matter;
- Where there is an equal division of votes the Chair shall have a casting vote;
- A register of attendance shall be kept for each Committee meeting and published annually on the Trust's website in accordance with the AFH;
- Approval of policies and documents may, at times, be required outside of committee meetings. In such circumstances Trustee can seek approval via e-mail through the Clerk;
- Where a quorum of responses is not received by the approval date, the approval will be requested from the full Board of Trustees via e-mail through the Clerk.

6) Sign off:

Approved by Chair of Committee (Print Name)	Tanya Richardson
Date:	25.11.24
Next Review Date:	November 2025