

Education and People Committee

Terms of Reference

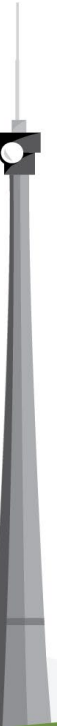
Annual Review

Reviewed By	Approved By	Approved	Version	Review Date
S&E Committee	M Jones	8 th July 2020	V2.0	July 2021
Martyn Jones	Martyn Jones	14 th December 2020	V2.1	July 2021
Trust Board	Trust Board	10 th March 2021	V2.2	July 2021
Trust Board	Trust Board	14 th July 2021	V3.0	July 2022
Trust Board	Trust Board	8 th December 2021	V3.1	July 2022
Trust Board	Trust Board	13 th July 2022	V4.0	July 2023
Trust Board	Trust Board	12 th July 2023	V5.0	July 2024

Version Control

Number	Date	Detail
2.0	July 2020	New Format
2.1	Dec 2020	Adjustment to Scope of board – policies
2.2	Mar 2021	Adjustment to Scope of board – policies
3.0	July 2021	Annual review

		<ul style="list-style-type: none"> - Membership section: link governance added - Relationship with the Board of Trustees and other committees: wording additional for local governing body assurance visits - Appendix A, correlating with adjustments to scheme of delegation.
3.1	December 2021	Appendix A, correlating with adjustments to scheme of delegation.
4.0	July 2022	<p>Annual review:</p> <ul style="list-style-type: none"> • Update to strategic functions to reflect code of conduct • Adjustment to Scope of board – policies • Update to 'Relationship with the Board of Trustees and other committees' to reflect link governance 2022/23
5.0	July 2023	<p>Annual review:</p> <ul style="list-style-type: none"> • Merge of Standards and Effectiveness Committee and Staffing Committee terms of reference. • Name of committee established as Education and People Committee • Addition of virtual governance for meetings • Addition of assurance visits section <p>Appendix A, correlating with adjustments to scheme of delegation.</p>



Introduction

The Governance Handbook issued by the Department for Education states:

All boards, no matter what type of schools or how many schools they govern, have three core functions:

- 1. Ensuring clarity of vision, ethos and strategic direction;*
- 2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and*
- 3. Overseeing the financial performance of the organisation and making sure its money is well spent.*

In addition to the above is:

- 4. Ensuring that other key players with a stake in the organisation get their voices heard*

The purpose of this committee is to ensure that the detailed work of the second of these three core functions is carried out effectively by the Trust. It does this on behalf of the Board of Trustees and must report back key findings so that the Board can carry out its duties effectively.

Further guidance on this area can be found in the [Governance handbook](#) issued by the DfE and also the [Competency framework for governance](#).

Membership

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

- 3 Trustees (Chair to be elected)
- Independent Members as co-opted (no minimum requirement)

Attendees of this Committee would normally be as a minimum:

- Chief Executive Officer
- HR representative

The committee may make recommendations to the Board of Trustees for co-option of non-trustee members.

The committee must allocate, from within their membership, link Trustee roles as guided by the link governance structure for the Mast Academy Trust, specifically for:

- Safeguarding and child protection
- Special educational needs and disadvantaged SEND
- Careers (middle school link)
- Health and Wellbeing
- Trustee induction and training
- Equality and diversity Specific school governance links to include careers where necessary

The committee may invite colleagues to be in attendance at meetings where they will add benefit/contribution to discussions and the agenda.

Quorum

The quorum for a meeting of the Education and People Committee shall be 2 Trustees.

Meetings

The Education and People Committee will meet at least once a term and otherwise as required.

The Education and People 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 implementing corrective action. Whenever possible and with due regard for any sensitive information discussed by the committee, reports will be shared in common across the schools.

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

Meetings can be held in person, virtually (Teams) or a hybrid, this is at the discretion

of the chair and in consultation with the CEO, Clerk and Trustees. Due consideration on conducting governance virtually must be given to the [NGA: A guide to virtual governance](#).

Terms of Reference

- To provide support and challenge to the leadership of the Executive Officers in the trust responsible for educational standards and to hold them to account in relation to:the educational provision, including:
 - pupil progress and outcomes for pupils
 - the quality of the curriculum provision and delivery
 - behaviour and safety of pupils.
- all aspects of performance management and remuneration, including:
 - performance of teaching staff
 - pay progression and benefits packages for staff
 - staff discipline and attendance

This will have a particular focus on the requirements of The Mast Academy Trust with regard to its agreed scheme of delegation and the requirements of the [Academy Trust Handbook](#).

These Terms of Reference aim:

- To support the Board of Trustees in fulfilling statutory duties.
- To support the strategic role of the trustee body.
- To provide a framework for effective self-evaluation, reviewing, support and challenge by linking the work of committees to key priorities in the trust's strategic plan.

Assurance Visits

Trustees will carry out regular trust and school visits in order to meet the statutory obligation to monitor the school's effectiveness. (Refer to the link governance reference in the membership section of this document)

When planning a schedule of visits, governing board should be aware that, whilst some areas of focus lend themselves to virtual visits, this does not allow governors

and trustees to readily experience school life, culture and ethos first-hand – it is not possible for the governing board to carry out effective monitoring without regular in-person visits to the school site. This does not mean that every governor and trustee must visit regularly, rather the governing board as a whole should have a termly programme of in-person visits in place.

Refer to the Trustee_school_visits [addendum](#) for more information.

Scope of Committee – Scheme of Delegation

The Education and People Committee refers to scheme of delegation for the terms of reference relating to their function and activities:

- Admissions and marketing
- Academic performance
- Curriculum
- CPD
- EYFS
- Ofsted/DfE monitoring
- Quality of teaching
- Safeguarding and Child Protection
- Strategic Planning
- HR Management
- Recruitment
-

Refer to Appendix A for specific details.

Scope of Committee – Policies

The Education and People Committee have delegated responsibility to review and provide approval and ratification for the below policies, which will be noted at the Trust Board:

Education Policies	People Policies
Medical Referrals Policy	Colleague Code of Conduct

Complaints and procedures policy	Colleague Grievance Policy
Safeguarding and Child Protection Policy	Colleague Capability Policy
SEND Policy	Colleague Disciplinary Policy
Supporting Pupils with Medical Needs	Pay Policy including the addendum
Admissions Policy	Safer Recruitment Policy
Curriculum Policy	Absence Policy
Educational Visits/Trips Policy	Family and Parental Leave Policy
Equality Policy	Personal relationships at work policy
Equality Statement	Appraisals Policy
Intimate Care policy	Executive Pay Policy
Exclusions Policy	Managing Staff Reduction Policy
Children who are looked after Policy	Wellbeing Policy
Managing serial or unreasonable complaints policy	Working From Home Policy
ECT Induction Policy	Hate Crime and Hate Incident Appendix
Bereavement Policy	Statement of allegations of abuse against staff
Guest Speaker Policy	Substance Misuse Policy
Pupil Online Safety Policy	Managing aggressive behaviour from parents/careers and visitors.
	Process for recruiting volunteers
	Menopause Policy
	Dignity at Work Policy
	Flexible Working Policy

Relationship with other Committees

This committee should have strong links both with the Board of Trustees. The committee should also have strong links to the local governing bodies it is therefore recommended that one trustee be link to a school and their governing body.

The Education and People Committee must receive assurance reports from the Local Governing Body which relate to their area for governance.

Terms of Reference review

These Terms of Reference should be reviewed on an annual basis as a minimum. Executive Officers 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.

APPENDIX A: Scheme of Delegation for the Education and People Committee

The roles of the key stakeholders and their responsibilities to the Education and People Committee as identified by the Scheme of Delegation.

CEO
Accountable
Academic Performance
Ensure that the schools within the Trust comply with all the duties in relations to students with SEN.
Strategic Planning
Approve the individual school strategic plans and annual KPI's.
Informed
Ofsted/DFE Monitoring
Attend feedback meetings with DfE/Ofsted.
Responsible
Academic Performance
Monitor the school's response to the recommendations of the last inspection and any significant changes in the quality of education.
Monitor the school's performance and for regulatory compliance and for supporting and challenging the school to develop its strengths and to address its weaknesses.
Admissions and Marketing
Authorise any change in the PAN or admission over PAN in any year group.
Curriculum
Agree the curriculum plan annually.
EYFS
Monitor statutory compliance with respect to EYFS on behalf of the Trust.
HR management
The CEO participates in appeal hearings for HR related policies such as grievance, capability or disciplinary process.
To appoint, suspend and dismiss members of the Executive Team.
Performance management of the Executive Team and Headteachers of each school and recommendation for incremental pay progression.

Consider approval of the recommended managing staff reduction plan
Has the authority to dismiss, any member of staff across the Trust in accordance with MAST disciplinary policy.
Consider changes to staffing body outside of Trust agree job families, roles and pay grades and provided recommendations accordingly to Trustees
Ofsted/DFE Monitoring
Annually agree the internal grading for the school.
Support the Headteacher to ensure the school is inspection ready.
Quality of teaching
Support and challenge Headteachers with their systems for monitoring the quality of teaching.
Recruitment
Recruitment and appointment of the Headteachers of schools and consulted on the recruitment of Senior Leaders.
Safeguarding and Child Protection
Ensure all schools are working effectively in a multi-agency approach, to support the safety of children and young people.
Maintain high-level professional development in relation to this area.
Strategic Planning
Provide professional support and encouragement to the school(s) in developing and implementing its strategic plan and self-evaluation.
Review school(s) self-evaluation and provides challenge when required.
Executive Team
Consulted
Recruitment
As invited to do so; support the Headteacher by joining appointment panels or otherwise contribute to the appointment process of senior leadership team members.
Informed
HR management
Outcome of any pay, grievance, capability or disciplinary process
Responsible
Academic Performance
Monitor progress, achievement and learning of different groups of students.
Monitor the overall quality of students' progress, achievements and learning (achievement, attainment, progress, attitudes) and for supporting and challenging the school in order to help it continue to improve.
Provide professional support to schools to help them improve and deliver high quality academic performance.

Admissions and Marketing
Monitor statutory compliance on behalf of the Trust.
Monitor student numbers and their impact on the financial health of the school.
Provide support for setting and reviewing admissions policies and liaising with the LA.
CPD
Design, develop, commission and deliver professional development programmes including Headteachers induction.
Lead the strategic vision and provides support for professional development, training, induction, talent development and succession planning across the whole group.
Curriculum
Monitor statutory compliance on behalf of the Boards.
Monitor statutory compliance with respect to the quality of spiritual, moral, social and cultural development of students on behalf of the Boards.
Monitor the implementation of the curriculum and qualifications strategic vision and guidance.
Provide curriculum and qualifications guidance for all schools.
With the GB is responsible for supporting, challenging and advising the school in the development and implementation of its curriculum and qualifications framework.
Annual review of SEND provision for SEND pupils throughout the schools
EYFS
Support, challenge and advise the school in its programme of improvement.
HR management
Audit and review each school's procedures as appropriate.
Implement and monitor the performance management programmes across the whole Trust.
Lead the strategic vision and provides professional support for performance management across the whole Trust.
Provides HR support in all HR related matters.
Ensuring the adoption and adherence to the staff wellbeing charter
Confirm any ratification or otherwise on proposals for changes to staffing body outside of Trust agree job families, roles and pay grades
Ofsted/DFE Monitoring
Provide support to the school to ensure it is 'inspection ready'.
Quality of teaching
Monitor compliance with teaching standards on behalf of the Boards.
With the GB; support, challenge and advise the school in its programme of improvement.
Recruitment
Monitor the Single Central Record and statutory compliance with respect to training for safer recruitment on behalf of the Boards.
Provide the Boards and schools with professional HR support and advice relating to the recruitment of staff.

Provide the Boards with administrative support in the recruitment of Headteachers and senior staff.
Safeguarding and Child Protection
Ensure all Board members have the appropriate child protection checks and are recorded on the Single Central Record.
Monitor the implementation of the safeguarding and child protection guidance.
Provide safeguarding and child protection guidance for all schools.
Governing Body
Accountable
Curriculum
Ensuring actions from the SEND review are implemented in schools
Informed
HR management
Outcome of any pay, grievance, capability or disciplinary process
Responsible
HR management
Ensuring the adoption and adherence to the staff wellbeing charter within the school
Headteacher
Responsible
HR management
Implement the performance management programmes for all staff in the school and recommendation for incremental pay progression.
Propose a managing staff reduction plan.
Hearing cases as part of the pay, grievance, capability or disciplinary process and issuing outcome as appropriate or referring to the trust board where gross misconduct may be an outcome.
Trust Board
Accountable
Academic Performance
Carries the ultimate responsibility for the overall performance of Mast Academy schools and the schools within the Trust.
Curriculum
Ensuring an annual review is completed of SEND provision for SEND pupils
HR management
Ensure the Trust collaborative and leadership team structure is fit for purpose and affordable.
Consider approval of recommended pay progressions of staff.

Ensure the managing staff reduction process is fair and equitable. Ratify on behalf of the board on the managing staff reduction plan.

Approve the non contractual severance payments and exgratia payments

Ensuring the adoption and adherence to the staff wellbeing charter

Approve changes to staffing body outside of Trust agree job families, roles and pay grades

Safeguarding and Child Protection

Ensure that there is a complaint policy in place that is reviewed and updated in accordance with the national requirements

Informed

EYFS

When appropriate receives reports in relation to EYFS.

Responsible

Academic Performance

Ensure the school has a SEND Policy that is reviewed annually.

Recruitment

Ratify the appointment of Headteachers.

