

# Education and People Committee

## Terms of Reference

### Annual Review

Reviewed By	Approved By	Approved	Version	Review Date
S&E Committee	M Jones	8 <sup>th</sup> July 2020	V2.0	July 2021
Martyn Jones	Martyn Jones	14 <sup>th</sup> December 2020	V2.1	July 2021
Trust Board	Trust Board	10 <sup>th</sup> March 2021	V2.2	July 2021
Trust Board	Trust Board	14 <sup>th</sup> July 2021	V3.0	July 2022
Trust Board	Trust Board	8 <sup>th</sup> December 2021	V3.1	July 2022
Trust Board	Trust Board	13 <sup>th</sup> July 2022	V4.0	July 2023
Trust Board	Trust Board	12 <sup>th</sup> July 2023	V5.0	July 2024
Trust Board	Trust Board	10 <sup>th</sup> July 2024	V6.0	July 2025
Trust Board	Trust Board	16 <sup>th</sup> July 2025	V7.0	July 2027

### 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	<p>Annual review</p> <ul style="list-style-type: none"> <li>- Membership section: link governance added</li> <li>- Relationship with the Board of Trustees and other committees: wording additional for local governing body assurance visits</li> <li>- Appendix A, correlating with adjustments to scheme of delegation.</li> </ul>
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"> <li>• Update to strategic functions to reflect code of conduct</li> <li>• Adjustment to Scope of board – policies</li> <li>• Update to 'Relationship with the Board of Trustees and other committees' to reflect link governance 2022/23</li> </ul>
5.0	July 2023	<p>Annual review:</p> <ul style="list-style-type: none"> <li>• Merge of Standards and Effectiveness Committee and Staffing Committee terms of reference.</li> <li>• Name of committee established as Education and People Committee</li> <li>• Addition of virtual governance for meetings</li> <li>• Addition of assurance visits section</li> </ul> <p>Appendix A, correlating with adjustments to scheme of delegation.</p>
6.0	July 2024	<p>Annual review</p> <ul style="list-style-type: none"> <li>• Update to introduction and the purpose of governance to comply with Academy Trust Governance Guide</li> <li>• Updates through to implement adjustments to governance structure and policy ratification</li> <li>• Appendix A, correlating with adjustments to scheme of delegation.</li> <li>• Inclusion of appendix B – Policy delegation to the</li> </ul>

		Education and People Committee
7.0	July 2025	Annual review Adjustment to review cycle to 2 years unless required following scheme of delegation adjustment. Update to clerking approach in meetings.

## Introduction

*The Academy Trust Governance Guide issued by the Department for Education states:*

*In trusts, the purpose of governance is to provide:*

- *strategic leadership*
- *accountability and assurance*
- *strategic engagement*

*The board has collective accountability and strategic responsibility for the trust. It has a focus on ensuring the trust delivers an excellent education to pupils while maintaining effective financial management and must ensure compliance with:*

- *the trust's charitable objects*
- *regulatory, contractual and statutory requirements*
- *their funding agreement*

*The board also has:*

- *strategic and statutory responsibility for safeguarding and special educational needs and disabilities (SEND) arrangements within (and across) the academy trust ensuring the promotion of pupil welfare and for keeping their estates safe and well-maintained*
- *a role in making sure that it delivers its commitment to other schools and academies, however it is done*

The purpose of this scrutiny committee is to ensure that the trust delivers excellent educational standards for its pupils. 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 also be found in the [Academy Trust Governance Guide](#) issued by the DfE.

## Membership

Members of this scrutiny 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 scrutiny committee would normally be as a minimum:

- Chief Executive Officer
- HR representative

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

The scrutiny 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 disability SEND
- Careers (middle school link)
- Local Governance Committees

The scrutiny committee may invite Trust 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 scrutiny 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.

Clerking during the meeting may be provided in-person or by transcribe, this will be agreed at agenda setting as to in-person or transcribe.

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 colleagues
  - pay progression and benefits packages for colleagues
  - colleague 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 has delegated responsibility to review and provide approval and ratification for policies as outlined in appendix B, which will be noted at the Trust Board.

The Education and People Committee will also receive confirmation for the ratification of the policies outlined in Appendix B that have been delegated to senior leaders in the trust or individual trustees.



## Relationship with other Committees

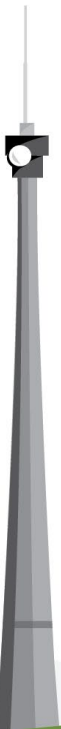
This scrutiny committee should have strong links with the Board of Trustees.

The Board of Trustees must, from its members, nominate a trustee as a link to each local governing committee (LGC) and relevant school(s). The school link trustee should develop and maintain the relationship with the relevant LGC, in particular the chair, to ensure a strong communication flow between the two parties and provide assurance to the Education and People Committee.

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

## Terms of Reference review

These Terms of Reference should be reviewed on a bi-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.

<b>CEO</b>
<b>Accountable</b>
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.
<b>Informed</b>
Ofsted/DFE Monitoring
Attend feedback meetings with DfE/Ofsted.
<b>Responsible</b>
Academic Performance
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.
Monitor the school's response to the recommendations of the last inspection and any significant changes in the quality of education.
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
Consider approval of the recommended managing staff reduction plan
Consider changes to staffing body outside of Trust agree job families, roles and pay grades and provided recommendations accordingly to Trustees
Has the authority to dismiss, any member of staff across the Trust in accordance with MAST disciplinary policy.
Performance management of the Executive Team and Headteachers of each school and recommendation for incremental pay progression.
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.
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.
<b>Executive Team</b>
<b>Consulted</b>
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.
<b>Informed</b>
HR management
Outcome of any pay, grievance, capability or disciplinary process

<b>Responsible</b>
<b>Academic Performance</b>
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.
<b>Admissions and Marketing</b>
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.
<b>CPD</b>
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.
<b>Curriculum</b>
Annual review of SEND provision for SEND pupils throughout the schools
Monitor statutory compliance on behalf of the TB.
Monitor statutory compliance with respect to the quality of spiritual, moral, social and cultural development of students on behalf of the TB.
Monitor the implementation of the curriculum and qualifications strategic vision and guidance.
Provide curriculum and qualifications guidance for all schools.
With the LGC; is responsible for supporting, challenging and advising the school in the development and implementation of its curriculum and qualifications framework.
<b>EYFS</b>
Support, challenge and advise the school in its programme of improvement.
<b>HR management</b>
Audit and review each school's procedures as appropriate.
Confirm any ratification or otherwise on proposals for changes to staffing body outside of Trust agree job families, roles and pay grades
Ensuring the adoption and adherence to the staff wellbeing charter
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.
<b>Ofsted/DFE Monitoring</b>
Provide support to the school to ensure it is 'inspection ready'.
<b>Quality of teaching</b>
Monitor compliance with teaching standards on behalf of the TB.
With the LGC; support, challenge and advise the school in its programme of improvement.
<b>Recruitment</b>
Monitor the Single Central Record and statutory compliance with respect to training for safer recruitment on behalf of the TB.
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.
<b>Safeguarding and Child Protection</b>
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.
<b>Governors</b>
<b>Accountable</b>
<b>Curriculum</b>
Ensuring actions from the SEND review are implemented in schools
<b>Informed</b>
<b>HR management</b>
Of the adoption and adherence to the staff wellbeing charter within the school
Outcome of any pay, grievance, capability or disciplinary process
<b>Responsible</b>
<b>Governance</b>
Complete school visits as outlined in the school visit policy
<b>Headteacher</b>
<b>Responsible</b>
<b>HR management</b>

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.
Implement the performance management programmes for all staff in the school and recommendation for incremental pay progression.
Propose a managing staff reduction plan.
<b>Trustees</b>
<b>Accountable</b>
<b>Academic Performance</b>
Appoint a link trustee with ownership for assurance of careers (middle schools only)
Appoint a link trustee with ownership for assurance of SEND
Carries the ultimate responsibility for the overall performance of Mast Academy schools and the schools within the Trust.
<b>Curriculum</b>
Ensuring an annual review is completed of SEND provision for SEND pupils
<b>HR management</b>
Approve changes to staffing body outside of Trust agree job families, roles and pay grades
Approve the non-contractual severance payments and exgratia payments
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.
Ensure the Trust collaborative and leadership team structure is fit for purpose and affordable.
Ensuring the adoption and adherence to the staff wellbeing charter
<b>Safeguarding and Child Protection</b>
Appoint a link trustee with ownership for assurance of safeguarding and child protection
Ensure that there is a complaint policy in place that is reviewed and updated in accordance with the national requirements
<b>Informed</b>
<b>EYFS</b>
When appropriate receives reports in relation to EYFS.
<b>Responsible</b>
<b>Academic Performance</b>
Appoint a Trustee with responsibility for SEN and Disability and that they ensure the TB knows and understands the achievement and learning of different groups of students.
Comply with the Local Authority in relation to 'Local Offer' for students.
Ensure the school has a SEND Policy that is reviewed annually.
<b>Admissions and Marketing</b>
Ensure that the school complies with admission appeals.
<b>Recruitment</b>
Ratify the appointment of Headteachers.
<b>Safeguarding and Child Protection</b>
Appoint a member of the committee who has a specific responsibility for ensuring the TB is fully briefed on safeguarding and child protection in the school and undertakes safer recruitment training.

## APPENDIX B: Policy delegation to the Education and People Committee

The Education and People Committee have delegated responsibility to review and provide approval and ratification for the below policies:

Policy	Statutory	Author	Delegated approval to	Informed to
Admissions Policy	Yes	Executive Lead	Education and People Committee	Trust Board
Equality Policy	Yes	CEO	Education and People Committee	Trust Board
Exclusions Policy	Yes	CEO	Education and People Committee	Trust Board
Executive Pay Policy	No	HR Partner	Education and People Committee	Trust Board
Governance school visits policy	No	Governance Professional	Education and People Committee	Trust Board
Pay Policy	No	HR Partner	Education and People Committee	Trust Board
Pay Policy Addendum	No	HR Partner	Education and People Committee	Trust Board
Pupil Attendance policy	Yes	Safeguarding lead	Education and People Committee	Trust Board
Staff Disciplinary Policy	Yes	HR Partner	Education and People Committee	Trust Board
Staff Grievance Policy	Yes	HR Partner	Education and People Committee	Trust Board
LGBTQ+ Policy	No	Safeguarding Lead	Education and People Committee	Trust Board

The Education and People Committee will also receive confirmation for the ratification of the below policies that have been delegated approval to senior leaders in the trust or individual trustees:

Type	Policy	Statutory	Author	Delegated approval to	Informed to
Trust	Bereavement Policy	No	Safeguarding lead	CEO	Education and People Committee
Trust	Children who are looked after Policy	No	Safeguarding lead	Safeguarding trustee	Education and People Committee
Trust	Colleague Absence Policy	No	HR Partner	Executive Lead for People	Education and People Committee
Trust	Complaints and procedures policy	Yes	Executive Lead	CEO	Education and People Committee
Trust	Equality Statement	Yes		CEO	Education and People Committee

Trust	Family and Parental leave policy	No	HR Partner	Executive Lead for People	Education and People Committee
Trust	Flexible working policy	No	HR Partner	Executive Lead for People	Education and People Committee
Trust	Guest Speaker Policy	No	Trust Safeguarding Lead	CEO	Education and People Committee
Trust	Hate Crime and Hate Incident Appendix	No	HR Partner	CEO	Education and People Committee
Trust	Intimate Care policy	No	Trust Safeguarding Lead	CEO	Education and People Committee / LGC
Trust	Managing aggressive behaviour from parents/careers and visitors.	No	Executive Lead	CEO	Education and People Committee
Trust	Managing Staff Reduction Policy	No	HR Partner	Executive Lead for People	Education and People Committee
Trust	Medical Referrals Policy	no	Trust SEND Lead	CEO	Education and People Committee
Trust	Menopause policy	No	HR Partner	Executive Lead for People	Education and People Committee
Trust	Personal relationships at work policy	No	HR Partner	Executive Lead for People	Education and People Committee
Trust	Process for recruiting volunteers	No	HR Partner	Executive Lead for People	Education and People Committee
Trust	Pupil Online Safety Policy	No	Safeguarding lead	Safeguarding trustee	Education and People Committee
Trust	Safeguarding and Child Protection Policy	Yes	Safeguarding lead	Safeguarding trustee	Education and People Committee
Trust	Safer Recruitment Policy	No	HR Partner	Executive Lead for People	Education and People Committee
Trust	SEND Policy	Yes	SEND Lead	SEND Trustee	Education and People Committee
Trust	Sexual Harassment Policy	Yes	HR Partner	Executive Lead for People	Education and People Committee
Trust	Staff Capability Policy	Yes	HR Partner	Educational trustee	Education and People Committee

Trust	Staff Code of Conduct	Yes	HR Partner	Executive Lead for People	Education and People Committee
Trust	Substance Misuse Policy	No	HR Partner	Executive Lead for People	Education and People Committee
Trust	Trust Appraisals	No	HR Partner	Executive Lead for People	Education and People Committee
Trust	Trust Wellbeing Policy	No	HR Partner	Executive Lead for People	Education and People Committee
Trust	Working From Home Policy	No	HR Partner	Executive Lead for People	Education and People Committee
School	Accessibility plan	Yes	Headteacher	Local Committee	Education and People Committee
School	Administering medication policy	No	Headteacher	Local Committee	Education and People Committee
School	Behaviour in schools and written statement	Yes	Headteacher	Local Committee	Education and People Committee
School	Careers guidance and a provider access statement	Yes	Headteacher	Careers Trustee	Education and People Committee
School	Pupil Anti Bullying policy	Yes	Headteacher	Local Committee	Education and People Committee
School	Pupil Mobile Phone policy	No	Headteacher	CEO	Education and People Committee
School	Relationships and sex education and health education	Yes	Headteacher	Local Committee	Education and People Committee
Both	Uniform Policy	Yes	Headteacher	Local Committee	Education and People Committee