



North Cotswold Schools Federation MAT

Education Committee Terms of Reference

Status – Approved

Review Cycle- 2 years

Approval Body- Directors Board

Approval Date- 12.12.23

Review Date- Dec 25

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1. The role of the Education Committee

The Trust Board delegates local oversight of its schools to Local Academy Committees. This includes responsibility for ensuring that educational standards within individual schools, such as curriculum and its delivery, are set, maintained and achieved. Local Academy Committees will aim to address and identify any areas of success, development and concern and will notify the Trust Board of these concerns. The Trust Board delegates certain duties and responsibilities relating to the maintenance and achievement of educational standards across the Trust to the Education Committee as set out further in these Terms of Reference.

The Trust Education Committee will be appointed by the full Trust Board.

The chair of the Committee will be elected by the members of the Education committee on an annual basis . The chair must not be an employee of the Trust.

The minimum number of members on the Education Committee will be three. This will be to ensure that there is an adequate number of members to hold a majority when voting on matters discussed by the Committee.

The quorum of the Education Committee will be half of the numbers of the Committee rounded up to the nearest full number.

Only appointed members of the Committee will have the right to vote on any matters. The Committee may appoint non-voting members who are able to provide advice to the Committee. Any non-voting members will be approved by the Trust Board. Associate members may be members of the Committee. They are able to offer advice to the Committee but will only have voting rights as determined by the Trust' Board.

2. Term of office

The Education Committee will be appointed annually by the Trust Board.

Members of the Education Committee will hold office from either the date of their appointment until their resignation, or their removal from membership of the Committee on subsequent consideration by the Trust Board – whichever occurs first.

3. Meetings

The Education Committee will meet as often as is necessary to fulfil its responsibilities, and at least once each term. The chair of the Committee, or any two Committee members, will only call unscheduled meetings where necessary, and only as long as appropriate notice of at least seven days is given to other members. A shorter notice will only be given where the chair of the Committee decides any particular issue requires addressing immediately.

The frequency and dates for Committee meetings will be decided before the first autumn term of the academic year.

The clerk to the Committee will circulate an agenda, copies of minutes of the previous Committee meeting, and any papers to be considered no fewer than five working days prior to the meeting.

The clerk will take minutes during Committee meetings.

The Committee may invite non-members to meetings to assist or advise on a particular matter. These attendees will not be entitled to vote on any matters.

Every matter to be decided upon will be determined by a majority vote. Where there is an equal division of votes, the chair will have the deciding vote. Each member of the Committee that is present at the meeting will be entitled to one vote.

A register of attendance will be kept for each meeting, and this will be published on the school website

4. Authority

The Committee is authorised by the Trust Board to:

- Investigate any activity within its terms of reference.
- Seek any additional information it requires from any employee, with all employees directed to cooperate with any request made by the Committee.
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5. Duties

General

| Reference number | Duty description |
|------------------|--|
| 1 | Propose terms of reference for the Education Committee |
| 2 | Appoint a clerk to advise and guide the Education Committee on their duties and responsibilities, and to record minutes of all Committee meetings. |
| 3 | Manage all matters relating to education across the Trust that may be referred by the Trust Board. |
| 4 | Keep up to date with any relevant legislation, statutory and good practice guidance, advising the Trust Board. |
| 5 | Ensure all meetings are minuted and report all decisions to the Trust Board. |
| 6 | Attend relevant training where appropriate. |

Education – for all schools:

| Reference number | Duty description |
|------------------|--|
| 1 | Have oversight of the work of all Local Academy Committees in their responsibility for ensuring that educational standards within individual schools are set, maintained and achieved, and report to the Trust Board areas of concern. |
| 2 | Review and approve relevant Trust policies relating to educational standards. |
| 3 | Understand the targets set in the Trust Development Plan and challenge any areas for concern or underperformance against these targets. |
| 5 | Ensure school leaders construct a curriculum that is ambitious and designed to give all pupils, particularly the disadvantaged and those with SEND or high needs, the knowledge and cultural capital they need to succeed in life. |
| 6 | Ensure all schools offer a curriculum which is broad, balanced and effective. |
| 7 | Monitor pupil performance data for all pupils in the Trust and of specific groups of pupils e.g. those with SEND or high needs. |
| 9 | Map performance and progress data against set national standards. |
| 11 | Monitor the effectiveness of teaching and learning and ensure appropriate support, challenge and intervention. |
| 12 | Monitor the use of Pupil Premium funding and its impact across all schools. |
| 13 | Monitor attendance levels within the Trust. |
| 14 | Monitor exclusions within the Trust. |
| 15 | Review its own progress on a regular basis, taking into account its own constitution and terms of reference to ensure the committee is operating to its full potential. |

6. Monitoring and review

These terms of reference will be reviewed regularly by the Trust Board

Changes to these terms of reference will be distributed to all members of the Education Committee.