

## **Quality of Education Committee Terms of Reference**

### **1. Authority**

The Quality of Education Committee (QE) is authorised to investigate any activity within its terms of reference or specifically delegated to it by the board of trustees.

### **2. Role**

2.1 The Quality of Education Committee is a subcommittee of the board of trustees. The purpose of the committee is:

- to oversee the quality of education;
- to oversee the trust's statutory requirements for education provision;
- to monitor attainment and progress;
- to oversee, review and approve education-related policies (listed in appendix A);
- to oversee the impact of the trust's school improvement strategy and how well schools are performing overall.

### **3. Duties**

The duties of the Quality of Education Committee are as follows:

3.1 To monitor and evaluate the quality of the curriculum offer.

3.2 To monitor and evaluate pupil performance data throughout the year.

3.3 To review the impact of ESFA and local authority grant expenditure which will include, but is not limited to:

- Pupil Premium Grant;
- Special Educational Needs and Disability (SEND) funding.

3.4 To oversee/review/approve education-related policies, procedures and guidance documents (see Appendix A) to ensure that:

- 3.4.1 policies are accurate and compliant;
- 3.4.2 policies are clearly identified and the 'owner' of each policy is identified, informed and taking ownership of their policies;
- 3.4.3 approved policies are disseminated within the trust to all relevant stakeholders;
- 3.4.4 approved policies are understood by stakeholders across the organisation via appropriate training and information;
- 3.4.5 the impact of education-related policies is reviewed by the receipt of evaluative information and this information is used to inform the review and update the policies in line with the agreed schedule of renewals on an ongoing basis.

3.5 Where possible, a member of the QE will be the pupil experience advocate link trustee to understand the quality of education from a pupil's perspective.

3.6 To monitor and evaluate the effectiveness of the school improvement strategy and challenge /support where schools require improvement.

#### **4. Administration**

4.1 The Quality of Education Committee will meet at least three times a year.

4.2 The QE will consist of at least two trustees. Where there are significant discussions and/or decisions to be made, the CEO, as a trustee, will join the meeting. Additionally, up to two co-opted members may be appointed.

4.3 The QE will be quorate if two members of the committee are present with 50% of those members being trustees.

4.4 Trustees will have one vote each. Where the committee has the delegated power to decide/approve, if a split vote is reached, the matter will be referred to the trust board for resolution/decision/approval. Where the committee has the delegated power to recommend a decision to the board, if a split vote is reached, the outcome of the vote will be referred to the trust board for overall resolution/decision/approval.

4.5 Any member of the committee who has an interest, loyalty or duty that conflicts, or is reasonably likely to conflict, with the interests of the committee must declare his or her interest for the particular item and must not vote or be present for the vote on that item. All academy trustees must manage personal relationships with related parties to avoid both real and perceived conflicts of interest, promoting integrity and openness in accordance with the seven principles of public life. Article 97 and 98 of the trust's articles of association set out the full guidance on this matter.

4.6 The trust's director of education and other trust staff may be invited to attend meetings but will have no voting rights.

4.7 Agendas will be agreed at least two weeks before the meeting by the chair of the QE and a member of the executive team and all papers will be circulated to members and attendees at least five working days in advance of the meeting.

4.8 Minutes of meetings will be taken. Minutes will be circulated to committee members and attendees within 10 working days of the meeting after approval by the chair of the QE. Minutes will be submitted to the next scheduled meeting of the board of trustees.

4.9 The QE will review the terms of reference and self-assess its performance against the terms of reference on an annual basis at the first meeting of the year. Any

proposed changes will be referred to the trust board for approval. Any additional changes made during the year must be referred to the trust board for approval.

4.10 Where possible, at least two meetings will be hosted in a school.

## **5. Confidential documentation**

5.1 Confidential documentation will be shared with appropriate trustees and will be stored confidentially with the appropriate limitation of access.

## **Appendix A: Policies, Principles and Guidance**

1. The following education-related policies, principles and guidance sit within the remit of the Quality of Education Committee:

- Admissions policies
- Attendance Policy
- Behaviour Principles and Policy
- Children with Health Needs Who Cannot Attend School Guidance
- Curriculum Principles
- Exclusions Policy
- Relationship and Sex Education Principles
- SEND Principles and Policy

2. The QEC will have an awareness of the following documents:

- Pupil Premium funding reports
- Safeguarding Policy

## Appendix B: QE Agenda Calendar

Status	Autumn Term	Spring Term	Summer Term
Standing items	<ul style="list-style-type: none"> <li>• MAT strategic plan – progress</li> <li>• School improvement strategy – impact on schools</li> <li>• Pupil performance data</li> <li>• Curriculum in action</li> <li>• QE risk register</li> <li>• Policies</li> </ul>	<ul style="list-style-type: none"> <li>• MAT strategic plan – progress</li> <li>• School improvement strategy – impact on schools</li> <li>• Pupil performance data</li> <li>• Curriculum in action</li> <li>• QE risk register</li> <li>• Policies</li> </ul>	<ul style="list-style-type: none"> <li>• MAT strategic plan – progress</li> <li>• School improvement strategy – impact on schools</li> <li>• Pupil performance data</li> <li>• Curriculum in action</li> <li>• QE risk register</li> <li>• Policies</li> </ul>
Rotating items	<ul style="list-style-type: none"> <li>• Pupil premium impact</li> <li>• Statutory data – deeper analysis</li> </ul>	<ul style="list-style-type: none"> <li>• PP plans</li> <li>• Personal development</li> </ul>	<ul style="list-style-type: none"> <li>• Initial view of statutory data</li> </ul>