

Education committee 2023/2024

Terms of Reference

The Education Sub-Committee will provide the Head and Trustee Board with guidance and assistance in relation to the curriculum, the education of students and family and community matters.

Membership

- The Education Committee will consist of not less than five named trustees to be agreed at the start of each academic year
- Chair of Education Committee will be elected at the start of each academic year
- The Governance Professional to the Full Board of Trustees will act as Governance Professional to the Education Committee
- By invitation, other persons may be in attendance but in a non-voting capacity

Quorum

- The committee's quorum is three trustees including the chair

Minutes and Meetings

- A minimum of 3 meetings per year will be held, at least one per school term
- The Governance Professional will circulate the agenda and papers seven days prior to meetings, the dates for which shall be agreed at the start of the academic year, usually to coincide with meetings of the Full Board.
- Minutes of meetings will record those present, any decisions, action points and recommendations with timescales where appropriate.
- Any decisions/recommendations to be made by the Resources Committee will be:
 - decided by a vote of attendees with a simple majority required
 - each member of the committee is entitled to one vote unless there is a conflict of interest – if there is a conflict the Committee member shall not be entitled to a vote
 - If there is no majority the Chair have will have the casting vote
- Proceedings of the committee shall be confidential
- Members of the Committee will take responsibility for undertaking appropriate training to ensure they possess the necessary expertise to carry out their role effectively

Responsibilities Specific to the Education Committee

1. General
 - a. Agree the school policies relating to curriculum and school improvement and ensure compliance with any statutory obligations
 - b. Review any policies remitted to the sub-committee at the prescribed intervals and make recommendations to the Board where appropriate

2. School Improvement and Quality of Education

- a. Oversight and monitoring of the curriculum to consider impact and ensure the national curriculum guidelines are met
- b. Ensure a diverse curriculum that embeds equality and inclusion
- c. Ensure that the needs of vulnerable pupils are being met and monitor any gaps in attainment/progress between these groups and their cohort/peer group
- d. Consider attainment & progress data of the whole school and of previously identified cohorts, e.g. boys/girls, SEN, BAME, EAL, etc
- e. Consider attainment & progress data for pupil premium children to evaluate interventions put in place and the impact they are having on learning
- f. Monitor sex and relationship education and ensure it is compliant with current guidelines
- g. Receive an annual report from the Head to monitor the level of academic achievement and the quality of teaching in the school.
- h. Monitor, evaluate and challenge the school and the SLT as needed in order to help drive school improvement
- i. Consider progress made by the school against the key priority areas specific to the strategic remit of the Education Committee as outlined in the SIP

Approved by the trustee board on **4th October 2023**.