



BRIGANTIA  
LEARNING TRUST  
Creating excellence together

# GOVERNANCE TERMS OF REFERENCE

## Education & Standards

March 2021

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## Purpose:

The purpose of the Education & Standards Committee (E & S) is to focus on challenging and supporting the quality of provision and educational outcomes for young people at trust and academy level.

- The E & S is responsible for overseeing the educational effectiveness of the Trust, working in conjunction with the Trustees, CEO, the Trust Executive Team and Academy Leadership Teams.
- The scope of the E & S would include; exclusion review panels, complaints panels and staffing related panels supported by the Trust Executive Team.
- The E & S has specific responsibility to focus on Educational Improvement and act as a link to the Board of Trustees.
- The E & S is responsible for the safeguarding of young people and the safety of staff and is required to report in the minutes of each E & S meeting that this duty is being fulfilled.
- The E & S will ensure the proper conduct of meetings, including keeping a record of 'Trustees' business interests and ensuring secure records of meetings are maintained and reported to the Board of Trustees as per agreed protocols.
- In challenging and supporting Trust leaders in terms of provision and educational outcomes, the E & S will:
  - Ensure clarity of vision, ethos and strategic direction in line with the Trust strategic plan and subsequent strategic objectives
  - Know the Academies well
  - Directly and through the Trust Executive Team support and strengthen Academy leadership
  - Work efficiently with the Trust Executive Team at a strategic level rather than operational level
- Provide appropriate and impartial levels of challenge to Trust leaders, particularly with regard to the quality of education
  - What are we teaching and why? (Intent)
  - How we are teaching - pedagogy? (Implementation)
  - How we are securing strong outcomes? (Impact)
- Carry out their statutory duties, particularly with regard to safeguarding and ensuring that all young people are safe
- Understand the strengths and weaknesses of the Academies
- Understand and take sufficient account of pupil data
- Be aware of the impact of teaching, learning and progress in different subjects and across different year groups
- Ensure that Ear Marked Grants are properly managed at Academy and Trust level, specifically that Disadvantaged, Sports Premium, High Needs and Catch Up funding is used to ensure greatest impact

## Membership and quorum:

The membership of the Committee shall comprise:

- A member of the Board of Trustees (other than the Chair of Trustees), to act as Chair of the Education Subcommittee;
- At least two other Trustees;

- Directors of Academies;
- Up to three co-opted members who are members of the Trust Academy Advisory Councils;
- 2 Ex Officio Members will be the CEO & Chair of Trustees

The quorum will be three non-executive committee members of whom two must be Trustees. Where a matter is put to a vote, the majority of committee members present shall be members of the Board of Trustees. (n.b. Employees of the Trust are not permitted to vote).

The following non-members may be invited to attend:

- Executive Principals/Principals
- Academy Senior Leaders
- The Clerk of the Committee (to be appointed by the Chair ).
- Other Educational Improvement staff of the Trust or Academy as required

The Board of Trustees will appoint the Chair of the Education Committee.

In the absence of the chair, the Committee shall nominate one of the other Trustees to act as chair for the duration of the meeting. Members of the Committee other than those serving ex officio shall be appointed by the Board of Trustees annually (or such other period as the Board of Trustees shall determine), which may be renewed at the discretion of the Board of Trustees. The Committee shall provide the Student Disciplinary panel and may use other Trustees and/or Academy Advisor Council Members as required.

### **Meetings:**

The Committee shall meet at least once every term; extra meetings may be called by the Chair as required.

### **Agendas:**

Agendas and papers shall be circulated to all members of the Committee (and for reference purposes to non-members in attendance) one week before the meeting by the Clerk in consultation with the Chair of the Committee and the CEO. Minutes and papers of the Committee shall be available to all members of the Board of Trustees.

### **Minutes:**

Following approval by the Chair, draft minutes shall be circulated to the Committee by the Clerk within one week of the meeting, prior to inclusion in papers for the next full Governors' meeting.

### **Reporting and review:**

Decisions by the Committee shall be reported to the next meeting of the Board of Trustees through the Committee's draft minutes. The Board of Trustees is responsible for approving the Committee's terms of reference and shall review them annually.

### **Responsibilities:**

- 1) To appoint from its members a designated Pupil Premium/Disadvantaged Trustee and a link focusing on Looked After Children (this link usually ties in with the designated Child Protection and Safeguarding Trustee).

- 2) To monitor educational outcomes and progress against targets and the associated strategies for improvement and impact. These should include, but not be restricted to, formal accountability measures utilised by the Department for Education.
- 3) To review Academy Development Plans, Evaluation Documents and Annual Reviews as and when required.
- 4) To monitor policy and where necessary recommend for approval by the Board of Trustees the strategy for curriculum, learning, teaching, assessment and student welfare.
- 5) To monitor the development of the curriculum in accordance with the Curriculum Policy approved by the Board of Trustees and all statutory obligations laid down by DfE and to monitor the implementation of relevant points from any Action Plan resulting from OfSTED Inspections.
- 6) To ensure that the requirements of pupils with SEN(D) are met, including ensuring that a list of students with special educational needs is compiled and maintained and that all students on the register have an individual education plan which is monitored, reviewed and updated in accordance with the Code of Practice.
- 7) To monitor the equality and diversity dimensions of learning and teaching and admissions
- 8) To promote a culture of the best possible professional practice in learning, teaching and assessment so as to ensure the development of quality and effectiveness in the curriculum. This to include ensuring that academy staff are provided with regular opportunities for continuing professional development, and to approve and monitor policies for ensuring that all staff (teaching and support) achieve and maintain up-to-date skills, knowledge and qualifications as appropriate. To receive regular reports from the Directors of Academies and Executive Principals/Principals on professional development and staff wellbeing activities undertaken by academy staff.
- 9) To approve the Behaviour Policy for each academy and ensure that it reflects the Trust's aims and objectives, specifically those related to inclusion, safeguarding and equal opportunities for all.
- 10) To monitor the development of behaviour and safety in academies. This to include:
  - a) regular reports from the Directors of Academy on:
    - Attendance
    - Punctuality
    - Exclusions (fixed term and permanent)
    - Behaviour trends
    - Admissions and Retention
    - Safeguarding

b) regular reports from the Principal as to the effectiveness of additional funding ring fenced for designated cohorts

- Pupil Premium
- Sports Funding
- Catch Up
- High Needs

11) To ensure that Health and Safety is well understood by all staff, and appropriate training has taken place.

12) To ensure that robust safeguarding procedures are in place, well understood by all staff and that appropriate training has taken place.

13) To ensure that the academy deals fairly and legally with disciplinary issues, particularly when related to exclusion.

## Safeguarding

- To appoint from its members a designated Child Protection and Safeguarding Trustee
- To monitor the implementation of the Trust Child Protection and Safeguarding policies.
- To undertake an annual Safeguarding audit and act upon any recommendations ensuring that a completed submission is provided to the Board of Trustees.

## Policies

### A. To agree and monitor statutory policies:

- a) SEN and Accessibility Policy
- b) Disadvantaged Learner Strategy
- c) Behaviour Policy
- d) Safeguarding Policy

### B. To ensure non-statutory policies are in place (including but not exclusive to:

- Collective Worship
- Curriculum
- Teaching and Learning
- Assessment and Tracking
- Attendance and Punctuality
- Substance Abuse
- Sex Education
- Anti-bullying policy
- Such other policies as may be required from time to time

*Agreed by the Education & Standards meeting dated:*

*Approved by the Board of Trustees at its meeting date:*