

CASTLEMAN ACADEMY TRUST
QUALITY OF EDUCATION COMMITTEE
TERMS OF REFERENCE

1. POWERS OF THE TRUST BOARD OF TRUSTEES

- 1.1. The Trustees of the Trust Board shall establish the Quality of Education Committee as a Trust committee as empowered by the Trust's Articles of Association (Article 100B).
- 1.2. The Trustees shall determine and approve the Committee's Terms of Reference and shall review the Terms at the start of each academic year (Article 101).
- 1.3. The Trustees shall determine and approve the delegation of powers, responsibilities and duties to the Committee and shall review this Scheme of Delegation at the start of each academic year (Article 105).
- 1.4. The Trustees shall have the right to intervene in the governance of an individual school where it has serious cause for concern about the quality of education of a Trust school

2. POWERS OF THE QUALITY OF EDUCATION COMMITTEE

Main Duties

- 2.1. The Committee shall exercise the powers, responsibilities and duties delegated by the Trust Board as set out in the Terms of Reference and Scheme of Delegation, and in particular;
- 2.2. to advise the Board on matters relating to the Trust's curriculum, quality and standards.
- 2.3. to monitor reports on, and advise the Trust Board each term, on the following:
 - 2.3.1. data on attainment, achievement and 'in-year' performance indicators,
 - 2.3.2. school improvement activity, leadership and impact,
 - 2.3.3. the overall performance of each school,
 - 2.3.4. leadership standards.
- 2.4. to monitor and advise the board on:
 - 2.4.1. the Trust quality improvement and intervention strategies and plans,
 - 2.4.2. Special Educational Needs and Disabilities (SEND) and Inclusion,
 - 2.4.3. Pupil Premium and disadvantaged children,
 - 2.4.4. Partnership working.
- 2.5. To reassure the Board that robust school performance review is carried out by SSBs.

Detailed Responsibilities

2.6. Curriculum and Quality

- 2.6.1. The schools' statutory requirements in relation to a broad and balanced curriculum offer and other curriculum issues such as spiritual, moral, social and cultural learning.
- 2.6.2. The curriculum Intent, Implementation and Impact.
- 2.6.3. The educational needs of pupils attending each school.

2.6.4. Fulfil the Board's function in approving residential and adventurous school trips.

2.7. Performance and Standards

To monitor and review achievement against strategic objectives, in particular the overview of performance against quantitative and qualitative benchmarks for key indicators/outcomes and the Ofsted Framework for Inspection, and if appropriate SIAMS inspections, providing challenge and recommending remedial actions where required in line with the School Development Plan.

2.8. Self-Assessment and Review

2.8.1. To receive information on curriculum and quality issues for all schools.

2.8.2. To receive progress reports on the implementation of post-Ofsted action plans and any other formal evaluation.

2.8.3. To review outcomes, identifying significant changes in performance, emerging trends and risks in relation to future performance of each school.

3. COMPOSITION AND APPOINTMENT OF THE QUALITY OF EDUCATION COMMITTEE

3.1. The composition of the Committee shall be as follows;

3.1.1. Chief Executive Officer,

3.1.2. Persons with educational expertise may be appointed by the Trust Board,

3.1.3. Further Trustees such that the Committee has a majority of Trustees.

3.1.4. Head Teachers and local governors may be invited to attend to contribute to agenda items as required.

3.1.5. The Curriculum Director is in attendance for reporting purposes.

4. TERM OF OFFICE AND RESPONSIBILITIES OF COMMITTEE MEMBERS

4.1. The Committee Structure should be reviewed annually.

4.2. On appointment Members are each required to familiarise themselves and to agree to comply with;

4.2.1. Trust Articles of Association,

4.2.2. these Terms,

4.2.3. current relevant legislation and guidance for academies.

5. MEETINGS OF THE COMMITTEE

5.1. The Committee shall meet at least four times per year;

5.1.1. The Committee shall meet at the appropriate times set out in the Trust Meetings Calendar

5.1.2. The members will receive notice of each meeting 7 clear days before the date of the meeting.

5.1.3. The agenda, papers and minutes of Committee meetings will be sent to the Director of Governance Operations when they are issued to members.

5.1.4. Minutes will be signed by the Committee Chair at the next meeting to verify that the minutes are a true record.

5.1.5. Additional meetings may be arranged to deal with identified significant issues or to cope with increased workload.

5.2. Quorum for a meeting of the Committee will be half the members, with a minimum of three members, and a majority of members present being Trustees.

5.3. Each question to be decided at a meeting of the Committee shall be determined by a majority of votes of members present and eligible to vote on the question. The Chair shall have the casting vote in the case of equal votes for and against the decision.

6. APPOINTMENT OF THE COMMITTEE CHAIR AND VICE CHAIR

6.1. The Trust Board shall approve the Chair and Vice Chair who will be recommended by the Committee after election. The role of Chair shall be filled by a Trustee.

6.2. The Trust Board shall have the right to remove the Chair and/or Vice Chair, specifically in circumstances where they have cause for concern that the Committee is not fulfilling its responsibilities.

6.3. The term of office for Chair and Vice-Chair will be 1 year and they shall be appointed at the first meeting of each school year.

7. APPOINTMENT OF A CLERK

7.1. The Committee will ensure that the meeting is clerked.

DECLARATION

The Quality of Education Committee at its meeting on 4th October, 2023 resolved to adopt these Terms of Reference. A copy has been forwarded to the Director of Governance Operations for the formal Trust Board records. These Terms of Reference will be reviewed annually at the start of the academic year.

Signature

(Chair of the Quality of Education Committee)

Date of signature