

Education Committee: terms of reference

Purpose:

To ensure that robust curriculum, staffing and student welfare strategies are in place. To ensure that the academic provision gives each student a learning experience of the highest possible quality and standard.

The committee will offer challenge and support to the Head and Senior Leadership Team to pursue continuous improvement in students' achievements and that of the school as a whole.

Membership and quorum:

The membership of the Committee shall comprise:

- A member of the School's Governing Body (other than the Head Teacher), to act as Chair;
- The Head Teacher;
- At least two other members of the School's Governing Body;
- Up to three co-opted members who are not members of the Governing Body.

The quorum will be three members of whom two must be members of the Governing Body. Where a matter is put to a vote, the majority of members present shall be members of the Governing Body.

The following non-members may be in attendance:

- The Assistant Head Teachers
- The Chair of the Governing Body (if not a member of the Committee)
- The Clerk of the Committee (to be appointed by the Chair).
- Other staff of the School as required

The Governing Body will appoint the Chair of the Education Committee.

In the absence of the chair, the Committee shall nominate one of its members 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 Governing Body to a term of four years (or such other period as the Governing Body shall determine), which may be renewed at the discretion of the Governing Body.

Meetings:

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

Agendas:

Agendas and papers will 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 head teacher. Minutes and papers of the Committee will be available to all members of the Governing Body.

Minutes:

Following approval by the Chair, draft minutes will 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 will be reported to the next meeting of the School's Governing Body through the Committee's draft minutes.

The Governing Body is responsible for approving the Committee's terms of reference and will review them annually.

Responsibilities:

1. To formulate, approve and monitor policy and strategy for curriculum, learning, teaching, assessment and student welfare.
2. To identify and recommend performance indicators relating to student attainment, behaviour and learning to the full governing body each Autumn Term. These should include but not be restricted to formal accountability measures utilised by the Department for Education.
3. To monitor the development of the curriculum in accordance with the Curriculum Policy agreed by the Governing Body and all statutory obligations laid down by Government and to monitor the implementation of relevant points from any Action Plan resulting from OfSTED Inspections. To monitor measures as agreed by the Governing Body following (2) above and to report on these to the Governing Body in the Autumn Term, alongside recommendations for the following academic year. To prepare reports for the full governing body on any additional issues relating to the progress of students or the curriculum.
4. To ensure that the requirements of pupils with SEN(D) are met, including ensuring that a register 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.
5. To monitor the diversity, inclusion and equality dimensions of learning and teaching and admissions, and all other activities and policies for which the Committee is responsible.

6. 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 school staff are provided with regular opportunities for continuing professional development, and to approve and monitor policies for ensuring that all staff (teaching and non-teaching) achieve and maintain up-to-date skills, knowledge and qualifications as appropriate. To receive regular reports from the Head on professional development activities undertaken by school staff.
7. To approve the Behaviour Policy and ensure that it reflects the school's aims and objectives, specifically those related to inclusion, safeguarding and equal opportunities for all.
8. To monitor the development of behaviour and safety in the school. This to include:
 - a) To receive regular reports from the assistant head on:
 - Attendance
 - Behaviour trends
 - Child Protection referrals
 - Diversity and equality issues
 - Exclusions (fixed term and permanent)
 - Punctuality
 - Safeguarding issues
 - SEN issues
 - b) Preparing reports for the full governing body on any issue relating to the behaviour and safety of students.
9. To ensure that Health and Safety is well understood by all staff, and appropriate training has taken place.
10. To ensure that robust safeguarding procedures are in place, well understood by all staff and that appropriate training has taken place.
11. To ensure that the school deals fairly and legally with disciplinary issues, particularly when related to exclusion.

Policies

A. To agree and monitor statutory policies

- SEN and Accessibility policies
- Behaviour principles and policy
- Safeguarding policy
- Exclusions policy

B. To ensure non-statutory policies are in place:

- Anti-bullying policy
- Attendance and punctuality policy
- Curriculum policy

- Educational visits policy
- Home-school agreement
- Learning, teaching and assessment policy
- Missing students policy
- Safer recruitment policy
- Principles of personal development policy
- Staff code of conduct
- Substance abuse policy
- Students with medical needs policy
- Such other policies as may be required from time to time

Approved by the Board of Governors at its meeting on 14 December 2022