



## **BOHUNT EDUCATION TRUST**

### **Education Committee**

#### **Terms of Reference**

The board of trustees (the Trust Board) of Bohunt Education Trust (the Academy Trust) has established a committee of the Trust Board to be known as the Education Committee (the Committee).

These are its terms of reference.

#### **Membership**

- The Committee will be appointed by the Trust Board and will comprise no more than six and no fewer than three members.
- The Trust Board will appoint one of the members of the Committee as its chair (the Chair). A staff member may not be the Chair. In the absence of the Chair, the Committee will elect a temporary replacement from among the members present.
- The Committee will be professionally clerked. In the absence of the Clerk, a member of the Committee may clerk the meeting.

#### **Attendance**

- The Committee may ask the Director of Education and any other senior executive to attend meetings of the Committee either regularly or by invitation, in order to provide information.

#### **Meetings**

- The Committee shall meet at least termly on such dates as shall be determined by the Trust Board to enable it to meet its commitments. It shall also meet at such other time, as the Clerk shall specify at the request of any three members of the Committee.
- Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Committee and any other person invited or required to attend no fewer than seven days prior to the date of the meeting

#### **Minutes**

- The Clerk will minute the proceedings and resolutions of the Committee and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.
- Minutes of each Committee meeting will be sent to all members of the Committee and the Trust Board within ten working days of the meeting.

## **Authority**

- The Committee is authorised by the Trust Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Committee.
- The Committee is authorised by the Trust Board to secure the attendance of any BET employee at any Committee meeting with relevant experience and expertise if it considers this necessary.

## **Duties**

The duties of the Committee shall be:

## **Education**

- to ensure that the highest possible standards are set and maintained across all the academies in the Trust;
- to ensure that the Trust's curriculum is balanced and broadly based;
- to advise the Trust Board with respect to targets for student achievement across the Academy Trust;
- to monitor the implementation and impact of the Trust's Strategic Planning where relevant and report progress to the Trust Board on a regular basis;
- to monitor and evaluate implementation of each Academy's Improvement Plan through receipt of a termly summary of progress from the Executive Team and consider performance against key performance indicators;
- to monitor the impact of Pupil Premium and any other related funding on pupil performance and outcomes;
- to identify any areas of concern in respect of standards and performance and to require an action plan from the Executive Team;
- to ensure that effective processes are in place for the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the Academy Trust;
- to receive any external reports – e.g. Ofsted, on the work of the academies within the Trust;
- to contribute to the Trust Board's self-evaluation and development plans with an education focus;
- to receive progress reports from the Executive Team regarding any post-Ofsted action plans.

## **Well-being**

- to ensure that effective arrangements are in place across the Academy Trust to support pupils and understand, from LGB's, the key feedback points from pupil voice;
- to receive a termly report from the Executive Team regarding student well-being including student behaviour, absence and exclusion data;
- to receive an annual report from the Executive Team outlining the extra-curricular opportunities offered and the participation across groups in these activities;
- to receive an annual report from the Executive Team of the careers guidance provided across the Trust outlining its quality and effectiveness;
- to receive an annual report from the Executive Team of student Destination data to include the results of pupil exit surveys.

### **Safeguarding**

- to monitor the quality of safeguarding practices and their impact on outcomes for students across the Trust;
- to receive a bi-annual Safeguarding report from member academies;
- to receive an annual report on safeguarding from each academy within the Trust.

### **Communication**

- to ensure that member academies have robust processes in place for effective communication with stakeholders;
- to receive an annual report from the Executive Team providing the results of surveys and any resulting action plan.

### **Staffing**

- to consider, determine and keep under review any strategies and policies for human resources and organisational development;
- to oversee strategy and policy in all matters relating to the recruitment, reward, retention, motivation and development of the Academy Trust's staff;
- to monitor the progress and impact of any staffing restructuring following approval from the Trust Board;
- to consider, determine and keep under review effective arrangements for consultation with staff as a whole;
- to receive regular reports from the Executive Team providing details of staff absence, disciplinary and grievances together with the results of surveys and any resulting action plan;
- to ensure effective measures are in place to promote equality and diversity in employment.

### **Policies**

- to, review and approve policies identified within the Trust's policy review programme and in accordance with delegated powers

### **Review**

The Trust Board will review these terms of reference annually