



Quality of Education Committee - Terms of Reference

Appendix 3

The Academy's Board of Trustees has established a Quality of Education Committee as a Committee of the Board to hold leaders to account for the educational performance of the school and its pupils.

This involves:

- Evaluating the school's educational intent and ensuring that the school's curriculum intent and implementation are embedded securely and consistently across the school.
- Ensuring that the curriculum is ambitious and pupils consistently achieve highly across all pupil groups.

1. Responsibilities

The Quality of Education Committee is a sub-committee of the school's Academy Trust Board and it is responsible for:

- Monitoring progress towards the quality of education strategic goals:
 - Reviewing the Whole School Improving Performance Action Plan (WSIPAP) targets and performance indicators and monitoring and evaluating progress in meeting these goals.
- Maintaining an oversight of the quality of the curriculum; the curriculum intent and implementation, ensuring a coherently planned and sequenced programme of study across the suite of subjects.
- Monitoring and reviewing the school's teaching and learning through quality assurance processes and in relation to the school's Learning and Teaching Policy and monitoring the professional development of learning and teaching practice across the school.
- Ensuring a broad and balanced curriculum is delivered at both key stages and prepares pupils for the opportunities, responsibilities and experiences of later life. A curriculum which develops cultural capital, promotes spiritual, moral, social, cultural development (SMSC) and an understanding of British Values, alongside supporting the mental and physical development of pupils.
- Reviewing examination analysis and pupil achievement data against the targets set, including identifying any groups of pupils who may be under performing and ensuring strategies are put in place to address this.
- Monitoring and reviewing the delivery of the curriculum to ensure inclusive practice is accessible for all (including SEND pupils). Monitoring and agreeing any proposed changes to the delivery of the curriculum including alternative pathways for pupils.
- Ensuring that impartial careers education, information and guidance is provided to pupils to prepare for future learning and employment and to strengthen the school's links with the community.

- Reporting findings termly to the Board of Trustees as a critical element of the Trust's annual reporting requirements.

2. Authority

The Quality of Education Committee is a sub-committee of the Academy Trust Board and is authorised to investigate any activity within its Terms of Reference or specifically delegated to it by the Academy Trust Board.

The Chairperson of the Committee reports to the Academy Board of Trustees formally at Board meetings on the strategic matters discussed at the Quality of Education Committee meetings.

The Quality of Education Committee is authorised to:

- Request any information it requires from any employee (external report or internal report).

3. Membership

The Quality of Education Committee will comprise of:

- Mrs. Bev Worthington Trustee (Chair of the Committee)
- Mrs. Lisa Richards Trustee
- Mrs. Lorna Stafford Trustee
- Mrs. Annie An Parent Trustee
- Mr. Helgi Kristjánsson Parent Trustee
- Mr. Matthew Knowles Teaching Staff Representative

- Mrs. Julie Murphy Governor Professional to the Board of Trustees and Company Secretary

- Mrs. Stephanie Bateman Headteacher (Accounting Officer)
- Miss Fiona Lealman Deputy Headteacher
- Dr. James Beckett Senior Assistant Headteacher
- Mr. Anthony Di Paola Assistant Headteacher
- Mrs. Victoria McCormick Assistant Headteacher

Quality of Education Committee meetings will be chaired by **Mrs. Lorna Stafford**.

The Quorum is:

- **Three** (Chairperson and two additional Trustees)

Any Trustee may attend a meeting of the Quality of Education Committee (including those who are not members of the Committee).

The Quality of Education Committee may ask any other officials of the Academy Trust Board or Senior Leadership Team members to attend meetings to assist it with its discussions on a particular matter.

4. Reporting

Formal minutes will be recorded of each meeting of the Quality of Education Committee.

The Chairperson of the Quality of Education Committee will report to the Academy Board of Trustees each term on discussions, recommendations and conclusions.

5. Objectives

The Quality of Education Committee will:

- Advise the Board of Trustees on the quality of education offered across the school.
- Review nationally generated performance information about pupils' progress and attainment.
- Ensure the programme of CPD for staff underpins the Appraisal process and the stages of career development.
- Scrutinise quality assurance processes and outcomes.
- Review how learning and opportunities given to pupils builds the skills and knowledge for future learning and employment.
- **Quality of Education Policies**
As part of the Terms of Reference the Quality of Education Committee needs to monitor, evaluate and review the following policies and data sets:

Policies

- Policy for the Curriculum and Assessment
- Policy for Learning and Teaching
- Policy for SEND and Disability
- Policy for Sex and Relationship Education
- Pupil Premium Statement
- Remote Learning Policy for Staff
- Remote Learning Guidance
- Policy for CEIAG
- Policy for School Trips and Visits
- Staff Guidance for Planning Educational Trips and Visits
- Policy for Examination Administration Contingency Plan

Data Sets

- GCSE Results
- Inspection Data Summary Report (IDSR)
- Analyse School Performance (ASP)
- Destination Data
- Pupil Premium Data

6. Meetings

The Quality of Education Committee will meet at least **three** times a year.

The Chairperson of the Quality of Education Committee will convene additional meetings as deemed necessary.

Similarly, the Board of Trustees or Accounting Officer may ask the Quality of Education Committee to convene further meetings to discuss particular issues on which they want the Committee's advice.

For each meeting the members of the Quality of Education Committee will be provided (seven working days in advance) with:

- An invitation to the meeting, an agenda and all relevant papers relating to the agenda items.

The Governance Professional/Company Secretary to the Board of Trustees will record all of the proceedings at the meeting and the minutes will be circulated to all Quality of Education Committee members via the Governance Professional/Company Secretary to the Board of Trustees.