



CUL Academy Trust Ltd Education Committee Terms of Reference

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Last Review:	November 2016
Reviewed by:	Desmond Jaddoo - Governing Body .
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Approval By:	Desmond Jaddoo
Next Review	September 2018

Education Committee Terms of Reference

1. Purpose of Committee

- 1.1 The remit of this Committee is to exercise the powers and responsibilities delegated to it by the Governing Body in respect of all educational matters of the academy unless prevented from doing so by the Academies Act 2010, the academy's Articles of Association or by the Governing Body itself.
- 1.2 The Committee will work in partnership with the Senior Leaders of the academy to focus the academy's vision to deliver a broad and balanced curriculum within a safe and stimulating environment in which every child can develop the core skills of independence, creative thinking, emotional engagement and spirituality.
- 1.3 The Committee will act on behalf of the Governing Body; however the responsibility for the oversight, management and approval of the overall education provided remains with the Governing Body.

2. Composition

- 2.1 The Committee shall be made up of a minimum of 3 members which will consist of at least 2 Governing Body members.
- 2.2 The composition must include either the Principal or Vice-Principal and any additional Committee members appointed by the Governing Body or the Education Committee with the approval of the Governing Body, provided they have the appropriate education and human resource knowledge and / or experience required. It may include an additional amount of co-opted members provided they do not outnumber Governors.
- 2.3 The Committee will annually elect from its members a Chair who is not an employee of the academy. Approval of the chosen Chair must be sought from and given by the full Governing Body.

3. Quorum

- 3.1 Any decisions taken by the Committee must be determined by a majority of those Governors, including any Co-optees present and authorised to vote.
- 3.2 A decision can only be ratified where the majority of Committee members present are members of the Governing Body to approve the decision.

4. Accountability

- 4.1 All actions and decisions of the Committee will be reported directly to the Governing Body. Minutes of Committee meetings must be made available to the Governing Body on request.

- 4.2 The Governing Body will annually review the constitution, membership and terms of reference of the Committee and will have the discretion to make alterations where appropriate.

5. Meetings

- 5.1 The Committee will hold a minimum of 2 meetings per year. A calendar of meetings will be produced at the beginning of each academic year and presented to the Governing Body. Should it become necessary, any 2 Committee members may request an additional meeting at any time.
- 5.2 A minimum of at least 7 clear days' notice will be given for the meeting and the Clerk will be provided with any relevant documents at least 10 days before the meeting to be distributed to recipients no less than 7 days prior to the meeting.
- 5.3 The Principal and the Clerk have the right to attend all Committee meetings. New Governors also have the right to attend a Committee meeting in order to gain an understanding of the Committee and the Governing Body on a whole. Relevant staff members, who are not a member of the Committee, may attend all meetings to report and consult on the operations of the academy as a non-voting observer.
- 5.4 The Clerk will take the minutes of the meeting, however a Committee member (not being the Principal or other employee of the academy) may be appointed by the Committee in the absence of the Clerk to draft the minutes or as the Chair to facilitate the meeting.

6. Responsibilities and Duties

6.1 Areas of Responsibility

- Act on all educational and relevant staffing matters delegated to it by the Governing Body, primarily:
 - Agree and review academic and pastoral arrangements and performance targets for students and Senior Leaders, taking into account statutory targets and government agenda and contribute to the development of the Academy Improvement Plan to ensure the requirement to raise standards is reflected as agreed.
 - Review and monitor the performance of students with respect to attainment, attendance and behaviour against national and local standards and targets set by the academy.
 - Review and monitor the performance of the academy, ensuring high quality teaching and learning is maintained for all students and that the academy is fulfilling statutory obligations regarding the core curriculum.

- Ensure the effectiveness of the academy administration and agree and review the academy's arrangements for admission, opening hours and academy lunches, ensuring compliance with any mandatory provisions.
- Set and review the academy's profile including overseeing the development of the academy's prospectus and publication of objectives statements, equality information and academy achievements.
- Establish and maintain good working relationships with key decision-making bodies including Government Departments, Parliamentary Committees and Charities.
- Offer advice to the Governing Body and Senior Leaders in respect of educational matters, appropriate resources and the mechanisms required to realise the educational and policy objectives of the academy as and when required.
- Consult other Committees with regards to the delivering of the Academy Improvement Plan and make necessary recommendations to the Governing Body for improvement.
- Consider safeguarding and equalities implications when undertaking all Committee functions.
- Review the terms of reference and membership of the Committee making necessary recommendations to the Governing Body.

6.2 **Further Duties**

- Adopt, review and monitor the implementation of whole academy and staffing policies, in particular statutory policies relating to the curriculum, sex and relationships, religious education, collective worship, staff appraisal and staff continuing professional development, etc.
- Collaborate with staff to collate information on how the curriculum is taught, evaluated and resourced and core values are implemented to feedback to the Governing Body.
- Review self-evaluation documentation and the impact of Academy Improvement Plan on the curriculum, student attainment and overall performance and drive the strategic objectives of the academy with respect to such matters and to related public affairs, setting priorities for improvement.
- Review student behaviours and determine measures to be implemented to secure good behavior and ensure social development of students.
- Establish and oversee the implementation of the performance management framework for the appraisal of the Principal and staff, in particular monitor and evaluate the effectiveness of leadership and management.
- Monitor and evaluate the impact of continuing professional development on improving staff performance.
- Determine extra-curricular activities, conditions and fees to be paid by service-users

- Assist with the preparation of academy inspections, establish and implement a plan of action following the results of inspection and monitor accordingly.
- Consider recommendations from external reviews of the academy (e.g. Ofsted or local academy improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the action plan.
- Consult with pupils and staff whenever possible in order to reflect their views and to strengthen the authority of the Governing Body in discussions with external agencies.
- Maintain a schedule of review to ensure academy policies and procedures, statutory documents and administrative documents are relevant and up to date.
- Oversee the arrangements of educational visits, agree the protocol of Governor visits and assess the outcome from feedback provided.

7. Delegated Authorities

- 7.1 All delegated authority exercised shall be reported at the subsequent meeting of the Committee and subsequently the Governing Body, where possible in the form of a report which will outline the impact of the curriculum on pupils and the effectiveness of the implemented standards and procedures.
- 7.2 Any matter which is new or controversial, or which represents a material change to a policy previously agreed by the Committee may not be dealt with under delegated authority of the Committee and will be referred directly back to the Committee.
- 7.3 Where an action will result in the standards set by the Government or the academy not being met within the specified time frame, delegated authority will not be used.

Signed (Chairperson): 

Print Name: _____

Approval Date: 3/11/2016.

