

Education Committee Terms of Reference

1 Constitution

- 1.1 The Board of Directors (the **Directors**) of Thomas Deacon Education Trust (the **Trust Board**) hereby resolves to establish a committee of the Trust Board to be known as the Education Committee (the **Committee**)

2 Membership

- 2.1 The Committee shall have a minimum of three members and a maximum of six members. Members of the Committee may serve for a term of not more than four years, renewable only by the Board at their discretion, with a recommended maximum of two four-year terms. Co-opted members are permitted but a majority of Committee members must be Trustees of the Trust Board.
- 2.2 Subject to paragraph 2.3, the Committee shall at the first meeting of each academic year elect a member to act as Chair of the Committee (the Chair). The Committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.
- 2.3 No person may act as Chair under paragraph 2.2 unless they are also a member of the Trust Board.
- 2.4 The Committee will be professionally clerked. In the absence of the Clerk, a member of the Committee may clerk the meeting. 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.
- 2.5 The Committee may invite attendance at meetings from persons who are not Directors or Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

3 Remit and responsibilities of the Committee

- 3.1 The Committee's main responsibility is to oversee and evaluate the standards of the member Academies of the Trust in relation to academic performance against key performance indicators, which are set in consultation with the Academy Committees. The Committee shall provide assurance to the Trust Board in relation to education outcomes at

the Trust's academies and shall make whatever recommendations to the TDET Board that it deems appropriate within the context of its terms of reference.

3.2 The Committee will:

- 3.2.1 In conjunction with the Joint Scrutiny Group (JSG), hold the leadership and staff of the individual academy to account for academic standards and the quality of teaching.
- 3.2.2 Ensure that ambition for all learners is evident in the target setting and the design and implementation of improvement strategies.
- 3.2.3 Receive and review reports from Principals in relation to academic standards and the quality of teaching.
- 3.2.4 Receive and review reports from the Data Strategy Lead in relation to academic standards for all groups of learners across TDET.
- 3.2.5 Monitor the impact of Pupil Premium and any other related funding on pupil performance and outcomes
- 3.2.6 Receive and review reports from members of the Central Team in relation to academic standards and the impact of their work.
- 3.2.7 Receive and review Academy development plans.
- 3.2.8 Be aware of the breadth and success of extra-curricular opportunities provided by each school as a measure to judge performance and engagement more widely.
- 3.2.9 Receive and review reports on any projects supported by additional external funding.
- 3.2.10 Set targets for standards for the academic year in the member schools and, in conjunction with the JSG, review standards over the last 3 years and maintain an overview of the future risk to standards.
- 3.2.11 Determine the measures used to assess the academic standards of schools.
- 3.2.12 Review Ofsted reports and make recommendations to the Academy Committees as appropriate.
- 3.2.13 Receive an annual report from the Executive Team of student Destination data to include the results of pupil exit surveys.
- 3.2.14 Review the Committee's membership on an annual basis to ensure that it has appropriate skills and relevant experience.
- 3.2.15 Identify the risks to standards.

- 3.3 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 TDET employee at any Committee meeting with relevant experience and expertise if it considers this necessary.

4 Proceedings of Committee meetings

- 4.1 The Committee will meet as often as is necessary to fulfil its responsibilities but at least four times a year.
- 4.2 Any two Committee members can request that the Chair convene a meeting by giving no less than 14 days' prior notice. Such requests are to be submitted to the Clerk to the Trust Board.
- 4.3 The quorum for the transaction of the business of the Committee shall be at least 3 Committee members and no vote on any matter shall be taken at a meeting of the Committee unless the majority of members of the Committee present are Directors of the Trust. Attendance can be via telephone, video conference or other suitable means.
- 4.4 Every matter to be decided at a meeting of the Committee must be determined by a majority of the votes of the members present and voting on the matter.
- 4.5 Each member present in person shall be entitled to one vote.
- 4.6 Where there is an equal division of votes, the Chair shall have a casting vote.
- 4.7 A register of attendance shall be kept for each Committee meeting and published annually.

5 Authority

- 5.1 The Committee is authorised by the Trust Board to:
- 5.1.1 Carry on any activity authorised by these terms of reference
 - 5.1.2 Seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.

6 Reporting Procedures

- 6.1 Within 7 days of each meeting the Committee will produce and agree minutes of its meetings.
- 6.2 The Committee shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Trust Board.