

Education Standards Committee

Terms of Reference for Brooke Weston Trust

1. Constitution

- 1.1 The Brooke Weston Trust (the “Trust”) is governed by a Board of Directors (the “Directors” or “Trustees”) which is responsible for, and oversees, the management and administration of the Trust and its Academies.
- 1.2 As provided by Articles 100-104 of the Articles of Association, the Directors:
 - i. may appoint separate committees to be known as Local Governing Bodies for each Academy; and
 - ii. may establish any other committee
- 1.3 The Board of Directors of Brooke Weston Trust hereby resolves to establish a committee of the Trust Board to be known as the “Education Standards Committee”.

2. Membership

- 2.1 The Committee shall be comprised of at least three members and a maximum of six members. The Chairperson must be a Director of the Trust Board.
- 2.2 The appointment of members to the Education Standards Committee shall be approved by the Board of Directors.
- 2.3 The Committee’s current members are:
 - Rachel Mortlock, Committee Member
 - Steve Taylor, Chair of Committee, Board Director
 - Martin Post, Committee Member
 - Dr Andrew Campbell, CEO, Brooke Weston Trust
 - Anne Hill, Executive Principal – Secondary, Brooke Weston Trust (Adviser)
 - Leyton Smith, Executive Principal - Primary, Brooke Weston Trust (Adviser)
- 2.4 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
- 2.5 The Committee shall at the first meeting elect a member to act as the Chair of the Committee. The Committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.
- 2.6 No person may act as Chair unless they are also a member of the Trust Board.
- 2.7 The Committee may invite attendance at meetings from persons who are not Directors or 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.
- 2.8 The Committee will elect a Clerk to the Committee who will take notes of meetings.

3. Remit and Responsibilities

- 3.1 The Committee shall be responsible for the matters set out below:

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- 3.1.1 To review performance information pertaining to each school and the Trust as a whole and to consider the appropriateness of Trust strategic priorities and deployment of resources in the light of this.
- 3.1.2 To analyse predicted performance over a three year timeframe (flight paths) for each school.
- 3.1.3 To interrogate in detail issues pertinent to the quality of teaching and assessment, leadership at all levels and behaviour and personal development.
- 3.1.4 To review all external QA reports and responses to their recommendations made by the Trust, Executive Principals, and individual school SLTs and LGBs.
- 3.1.5 To review the impact of the BWA teaching school in driving up standards and assisting recruitment across the Trust.
- 3.1.6 To review student destination information, including movement from primary to secondary school to later employment and further education etc.
- 3.1.7 To 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.

4. Proceedings

- 4.1 The Committee will meet as often as is necessary to fulfil its responsibilities but at least three times a year, before the scheduled Board of Directors meetings.
- 4.2 The Clerk to the Committee shall give written notice of each meeting and circulate an agenda and any other reports or papers, provided by the Chair and CEO, to be considered at the meeting. This will be circulated at least seven clear days in advance of each meeting.
- 4.3 Any two members may call a meeting by giving written notice to the Clerk, which includes a summary of the business they wish to carry out. It shall be the responsibility of the Clerk to convene a meeting as soon as reasonably practicable.
- 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 A quorum shall consist of two members of the Committee, plus the CEO.
- 4.6 Each member present in person shall be entitled to one vote.
- 4.7 Where there is an equal division of votes the Chair shall have a casting vote.
- 4.8 If a member is unable to attend a meeting where a vote is to be made, the member must appoint either the Chair or another member of the Committee as their proxy to vote in their name and on their behalf, confirming if they are voting for or against the proposal.
- 4.9 Any Member or Director of the Board may attend of the Education Standards Committee, provided that notice of attendance is provided to the clerk in advance.

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; and
 - 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.

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6. Reporting Procedures

- 6.1** Within 14 days of each meeting the Committee will (together called the Committee Reports):
- produce and agree minutes of its meetings;
 - provide a summary document identifying (1) decisions made, (2) recommendations to the Trust Board, (3) items for information for the Trust Board and (4) items for further discussion by the Trust Board.
 - the Committee Reports will be sent to all members of the Trust Board within 21 days of each meeting.
- 6.2** The Committee shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.
- 6.3** 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.