

Education Standards Committee

Terms of Reference for Brooke Weston Trust (2021/22)

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 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
- 2.4 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.
- 2.5 No person may act as Chair unless they are also a member of the Trust Board.
- 2.6 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.
- 2.7 The Committee will elect a Clerk to the Committee who will take notes of meetings.

3. Remit and Responsibilities

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

3.1 Overall purpose and responsibility

- 3.1.1 To assist the Board of Directors in fulfilling its responsibilities with respect to the monitoring and oversight of the educational performance and progress of academies within the Brooke Weston Trust.

3.2 Main Duties

Performance review

Governance: Terms of Reference

- 3.2.1** 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. To include:
- Reviewing key performance indicators in relation to standards, performance, quality of teaching and assessment, inclusion, attendance and exclusions, student destination information and behaviour and personal development
 - Assessing and evaluating the quality and impact of educational leadership performance and development
 - Reviewing targets and predictions on an academy-by-academy basis
 - Assessing and evaluating the strategies for supporting students vulnerable to under achievement within Brooke Weston Trust academies
 - Close monitoring of schools of concern, as agreed by the Board
- 3.2.2** To review all external QA reports and responses to their recommendations made by the Trust, Executive Principals, and individual school SLTs and LGBs.
- 3.2.3** To review the impact of the Northamptonshire Teaching School Hub on performance across Brooke Weston Trust academies and its impact on staff recruitment and retention strategies.

Strategy

- 3.2.4** To be responsible for the review of the educational strategy of Brooke Weston Trust, through the consideration of educational priorities and proposals of the CEO and executive leaders taking the significant risk factors into account.
- 3.2.5** To monitor progress against priorities identified within the educational strategy and to provide assurances to the Board of Directors.
- 3.2.6** To provide assurances to the Board of Directors that a broad and balanced Trust-wide curriculum policy is in place and consideration is made of the effectiveness, quality, value and balance to ensure it meets the needs of the communities served by Brooke Weston Trust academies.
- 3.2.7** 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.

Risk

- 3.2.8** Alongside the Audit and Risk Committee, to maintain and regularly review the Trust's strategic risk register on items relating to education provision.

Compliance

- 3.2.9** To review the adequacy of policies for ensuring compliance with relevant regulatory, legal and code of conduct requirements. Responsible for the review and approval of policies delegated to the Committee by the Board, as set out in the Policy Review Framework.

3.2.10 Other matters

The committee shall:

- Review or investigate any other matters referred to the Committee by the Trust Board regarding internal control, risk management or compliance;
- Draw any significant recommendations and matters of concern to the attention of the Trust Board, and in cases of urgent matters directly to members of the Trust Board;
- Have access to sufficient resources in order to carry out its duties, including access to the MAT's

Governance: Terms of Reference

- governance function for advice and assistance as required;
- Be provided with appropriate and timely training, both in the form of an induction programme for new members of the committee and on an ongoing basis for all members of the committee;
- Review, on a regular basis, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness.

4. Proceedings

- 4.1 **Meeting frequency** – 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 **Notice of meeting** – 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 **Quorum** – A quorum shall consist of two members of the Committee, plus the CEO.
- 4.6 **Voting** – 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 **Declaration of Interests** – Committee Members are required to complete a declaration of interest form on joining the Board and at the start of each academic year.
- 4.10 Each Committee Member, if present at a meeting of the Committee, must disclose their interest, withdraw from the meeting and not vote on a matter if:
 - there may be a conflict between their interests and the interests of the Trust;
 - there is reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required; or
 they have a personal interest; e.g. where they and/or a close relative will be directly affected by the decision of the Board in relation to that matter.
- 4.11 **Attendance** – A register of attendance shall be kept for each Committee meeting and published annually on the Trust website.
- 4.12 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

Governance: 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 14 days of each meeting the Committee will (together called the Committee Reports):
- produce and agree minutes of its meetings;
 - prepare 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 prior to each Board of Directors 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. Meeting documentation is made available to the Trust Board through an online information sharing platform.
- 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.

<i>Published date:</i>	<i>September 2021</i>
<i>Approved by Board:</i>	<i>June 2021</i>
<i>Version:</i>	<i>2.0</i>
<i>Review date:</i>	<i>September 2022</i>
<i>Review by:</i>	<i>Executive Officer</i>