

# Meeting terms of reference for the Governor and Trustee Committees:

## EDUCATION COMMITTEE

## 1. INTRODUCTION

This document outlines the Terms of Reference for the Education Committee. It is designed to ensure effective governance, help clear decision-making processes and define the roles and responsibilities of the committee members.

## 2. PURPOSE

The purpose of these Terms of Reference is to:

- \* Define the scope and objectives of the committee meetings.
- \* Establish the roles and responsibilities of committee members.
- \* Ensure compliance with charity governance best practices and statutory DfE requirements.
- \* Provide a framework for effective decision-making and oversight.

## 3. SCOPE

These Terms of Reference apply to all ordinary meetings of the Education Committee, which is a sub-committee of the Governing Board, and are to be adhered to by all committee members: Governors, CHF Executive Leadership Team members and their colleagues.

The scope of the committee is to provide assurance and oversight of the current and future education offer, working with the Headteacher and the senior leadership team to drive the strategic development of the school and to maintain and raise standards. As part of the 'Increasing opportunities and experiences' workstream, the committee will:

- \* Oversee the quality of teaching & learning to ensure best outcomes for pupils.
- \* Oversee the implementation of the School Development Plan
- \* Monitor Ofsted regulatory compliance and performance.
- \* Be involved in setting the school's vision, aims and objectives.
- \* Oversee workforce development and resource planning throughout the school.

## 4. FREQUENCY OF MEETINGS

The Education Committee shall meet 3 times a year. Additional meetings can be convened at the request of the Chair.

## 5. NOTICE OF MEETINGS

A schedule of regular meetings shall be agreed upon annually, and provided to committee members at the beginning of the academic year.

The agenda and relevant documents shall be distributed to all committee members at least 7 days prior to the meeting.

## 6. QUORUM

The quorum for the Education Committee meeting shall be 3 Governors and the Headteacher or their deputy.

If a quorum is not present, the meeting may be adjourned to another date or it can continue with the agreement of the Chair, but any decisions must be agreed by absent committee members.

## 7. AGENDA

The agenda shall be prepared by the Chair of the Committee, the Headteacher and the Chief Executive, as required.

Committee members may request items to be added to the agenda by submitting them to the Chair before the agenda for the meeting is finalised. Otherwise an item can be brought and discussed under Any Other Business.

The agenda shall include, but is not limited to:

- \* Approval of minutes from the previous meeting
- \* Review of action items
- \* Education Dashboard and KPIs to include quality of teaching and learning
- \* Referrals, Assessments, including tribunals, for school age placements.
- \* Transitions out of school.
- \* Status of Ofsted recommendations and/or requirements.
- \* School budget by exception
- \* Governor visits – planning and feedback
- \* Risk review relevant to this committee
- \* Ensure conversations and decisions are mindful of equality and safeguarding considerations.
- \* Committee impact consideration
- \* Scrutiny of Tier 1 policies relevant for this committee
- \* Any other business

## 8. MINUTES

The Governance Manager or their deputy shall act as the clerk and record the minutes of each meeting.

Draft minutes shall be agreed by the Headteacher and Chair of the Education Committee and then uploaded to the current portal “The Trust Governor” within 14 days after the meeting.

The minutes shall be approved at the subsequent committee meeting and signed by the Chair.

## 9. ROLES AND RESPONSIBILITIES

Education Committee Chair:

- \* Support Headteacher in planning the agenda and papers required for each meeting.
- \* Provide leadership to the committee and keep the meeting to time.
- \* Ensure effective functioning of the committee facilitating decision making as required.
- \* Facilitate constructive discussions, based on high challenge and high support.
- \* Maintain confidentiality at all times.

Education Committee Members:

- \* Attend meetings and participate actively.
- \* Review meeting materials in advance.
- \* Act in the best interests of the charity and its stakeholders.
- \* Maintain confidentiality at all times.

Clerk:

- \* Ensure compliance with statutory and regulatory requirements.
- \* Prepare and circulate meeting agendas and documents.

- \* Record and distribute meeting minutes and follow up any actions.
- \* Maintain confidentiality at all times.

#### 10. DECISION-MAKING

Decisions will usually be made by verbal agreement; a vote can be recorded if required. Decisions may also be made by email being circulated to all members and recorded in the minutes of the next meeting.

#### 11. REVIEW AND AMENDMENTS

These Terms of Reference shall be agreed in the first Education Committee meeting of the academic year, and reviewed annually thereafter. Any amendments must be approved by the Chair of the Education Committee and the committee members.

#### 12. EFFECTIVE DATE

Academic year 2024 - 2025

#### 13. MEMBERSHIP

**Governors:**

2 Trustee Appointed Governors  
Futures' Parent Governor  
*Parent Governor (pupils)*  
*LA Rep.*  
*Education specialist*

**In Attendance:**

Headteacher  
  
Other senior managers as required