APPENDIX H: TERMS OF REFERENCE OF EDUCATION AND STANDARDS COMMITTEE

Version Control

Version	Date	Author/comment
Vn 1		AA
Vn 2	07.12.17	Amended by GS
Vn 3	25.01.17	Formatted by AH
Vn 4	08.05.18	GS amends re membership and quorum/formatting/consistency
Vn 5	16.05.18	CT Formatting Consistency
Vn 6	18.05.18	GS/CT amends as per Governance Ctee 18.05.18
Vn 7	13.07.18	Amended as per Board comments
Vn 8	04.10.18	GS amend re Trustee majority quorum
Vn 9	05.10.18	Amendments following E&S Committee Meeting 26 September Approved by Board reflecting the need for a majority of Trustees
Vn 10	16.07.21	Trust Board approves updates
Vn 11	17.12.21	Trust Board approves updates – removal of CE as ex-officio member
Vn 1	12/05/23	Trust Board approves V1 following post-merger review
Vn 2	11/12/24	Additional responsibilities re Risk Management and clarification over voting rights of other trustees (other than committee members) in attendance.
Vn3	5/12/25	Updates to job titles and Lead Professional

APPENDIX H: TERMS OF REFERENCE OF EDUCATION AND STANDARDS COMMITTEE

In accordance with Articles 105 and 137 of the Articles of Association, the Board of Trustees has established an Education and Standards Committee. The Board of Trustees delegates authority to the Education and Standards Committee to act in accordance with the approved Terms of Reference as stated below.

The Terms of Reference of the Trust's various Committees, along with the Articles, the Scheme of Delegation and the Trust 's policies issued from time to time form the framework by which the Trust is governed and managed, and in particular

- how the Trustees ensure compliance with the various statutory and regulatory requirements placed upon them
- the relationship between the Trustees, the Local Governance Committees, the Executive Leadership Team, and (in the case of Church schools) the local Diocese
- how the Trustees, local governors and the executive leadership team work together effectively

These Terms of Reference may be amended at any time by decision of the Trustees.

APPENDIX H: TERMS OF REFERENCE OF EDUCATION AND STANDARDS COMMITTEE

Futura Learning Partnership

PURPOSE

1. The overall purpose of the Education and Standards Committee is to:

   a. monitor and advise the Board on the performance of each school, in relation to:

      i. attainment and achievement;
      ii. school improvement work;
      iii. overall performance;
      iv. leadership standards;
      v. curriculum quality and compliance;
      vi. governance effectiveness;
      vii. Special Educational Needs and Disabilities (SEND) and inclusion;
      viii. the effective use of additional funds e.g. PP, SEND, Primary PE;
      ix. admissions;
      x. effectiveness and impact of safeguarding arrangements;
      xi. community engagement;
      xii. parental satisfaction.

   b. monitor and advise the Board on the overall performance of the Trust, in relation to:

      i. School performance in relation to the identified key performance indicators, with particular attention given to the progress made by pupils and students from starting points in all key stages and their attainment as measured against expected national standards.

APPENDIX H: TERMS OF REFERENCE OF EDUCATION AND STANDARDS COMMITTEE

ii. The attendance of pupils and students and the success of strategies employed to improve attendance and address persistent non-attendance.
iii. Performance trends over time, identifying significant changes in performance and emerging risks in relation to future performance including safeguarding.
iv. the effectiveness of the Trust's quality assurance work and improvement planning.
v. the effectiveness of the Trust's intervention and school improvement work
vi. the development and implementation of the Futura curriculum and its effectiveness

c. review and agree all Trust policies relating to education and standards.

d. review, on a regular basis, its own performance, constitution, and terms of reference to ensure that it is operating at maximum effectiveness.

e. ensure that risks allocated to the committee are reviewed and monitored regularly and at least twice a year.

2. The Committee may use exception reporting to fulfil its responsibilities and will receive a summary of positive performance to accompany exception reports.

In reviewing the performance of each school against these criteria, the Committee will consider information from a range of sources including:

- External data analyses such as ASP, the Ofsted Inspection Dashboard, FFT and L3VA
- In-year data from schools relating to performance, attendance and admissions
- Parental satisfaction surveys, for example responses to Ofsted-style questionnaires

APPENDIX H: TERMS OF REFERENCE OF EDUCATION AND STANDARDS COMMITTEE

- The Minutes of LGC meetings
- Relevant school and Trust policies such as SEND, Curriculum, Safeguarding and PP Grant
- The statutory PP report of each school
- School improvement reports
- Summary reports from Raising Attainment Visits
- Fixed term and permanent exclusion data
- Reports from external moderation

APPENDIX H: TERMS OF REFERENCE OF EDUCATION AND STANDARDS COMMITTEE

MEMBERSHIP
a. Membership of the Education and Standards Committee will comprise five Committee members, including a majority of Trustees.
b. The Trust Board shall appoint Committee members with relevant expertise drawn from the membership of the Board and LGCs. In appointing the Committee membership the Board will ensure that the Committee has the right balance of skills, knowledge and experience overall to fulfil its remit.
c. The Chair of the Committee will be a Trustee (other than the CE) and will be appointed as the Committee Chair by the Board, taking into account the skills and experiences required for the position and the balance of chairing responsibilities within the Trust.
d. The Director of Primary will attend as a lead professional advisor as well as the Director of Secondary. Other employees of the Trust may also be invited to attend.

APPENDIX H: TERMS OF REFERENCE OF EDUCATION AND STANDARDS COMMITTEE

CONSTITUTION

1. **Frequency of Meetings:**

   a. The Committee shall meet five times per academic year.
   b. Additional ad hoc meetings may be arranged as required.
   c. Time-limited ad hoc working groups may be established as required. Such working groups should have clear terms of reference to clarify their purpose and reporting lines to the Committee. The creation of any working group must be reported to the Board to ensure consistent working across the Trust.

2. **Quorum and Voting:**

   a. The quorum shall be three committee members, including a majority of Trustees.
   b. For every matter that requires a decision, the Chair should encourage discussion of the pros and cons of the various options with a view to reaching a consensus. Where, after adequate discussion, the meeting has reached a clear consensus, the Chair should summarise the position which must then be formally recorded as a decision in the minutes. Where a consensus is not possible or not clear, the Committee may wish to defer the matter for further investigation, or reach a decision through a formal vote, with the Chair having the casting vote if necessary. For matters of major significance, consideration should be given to conducting a secret vote. The outcome of any vote must be recorded in the minutes.
   c. Where a meeting is anticipated to be or becomes inquorate, the clerk may ask the Chair or Vice Chair of the Trust Board to attend and vote in order to restore the quorum.
   d. When other trustees join a meeting in a visiting capacity, they are not able to vote (unless attending under the provisions of c. above).

APPENDIX H: TERMS OF REFERENCE OF EDUCATION AND STANDARDS COMMITTEE

3. Terms of Office:

a. The terms of office of the members shall be as follows:

APPENDIX H: TERMS OF REFERENCE OF EDUCATION AND STANDARDS COMMITTEE

i. Trustee Chair - appointed annually by the Trust Board
ii. Trustee/ LGC members: four years, renewable as agreed between the Board and the member, subject always to the needs of the Trust and to the member's term of office as a Trustee/Governor.

4. Clerk:

a. The Clerk to the Trust Board will provide clerking support to the Committee.

5. Integrity and Conflicts of Interest:

a. Each member of the Committee shall be required to comply with the Trust's Code of Conduct and policy on conflicts of interest.