

**Abbey College, Ramsey, Quality of Education Committee  
Terms of Reference 2023-24**

**General**

The terms of reference for the Education Committee of the governing body must be approved by the full governing body and reviewed each year. They provide the sole, agreed framework within which the committee operates.

**1. Membership**

The Quality of Education Committee shall consist of not less than five governors plus the Headteacher.

- 1.1 The membership of the Quality of Education Committee will be agreed on an annual basis, in preparation for the coming year, at the last meeting of the full governing body each academic year.
- 1.2 Only full members of the committee, as approved by the Governing Body, shall have the right to vote on any resolution placed before the committee. The elected Chair of the committee may have a second or casting vote.
- 1.3 Other members of the governing body may attend meetings of the Quality of Education Committee and may contribute to discussions on matters under consideration.
- 1.4 The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the Headteacher, following consultation with the committee.

**2. Quorum**

- 2.1 The quorum shall be four full members of the committee. The Headteacher or his/her representative must be present.
- 2.2 The quorum must remain in place for each vote taken at a meeting, not just if the required number of governors were present at the start of the meeting.

**3. Chairperson**

- 3.1 The Chair of the Quality of Education Committee is elected on an annual basis, in preparation for coming year, at the last full meeting of the full governing body each academic year. A Vice Chair is also elected at the same time to cover absence of the Chair.
- 3.2 The clerk of the committee is the Clerk or Vice Clerk to the Governors.
- 3.3 In the absence of the clerk, the committee will elect a replacement for the meeting. The Headteacher may not act in the capacity of the clerk.

#### **4. Meetings**

- 4.1 The committee will meet five times a year, or more frequently as may from time to time be required.
- 4.2 In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the Education Committee, the Chair of the committee, in consultation with the Headteacher, and or Vice Chair of the committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the committee or full governing body, whichever occurs first.

#### **5. Standing Orders**

- 5.1 The agenda for the meeting shall be distributed to all committee members at least seven days before the meeting.
- 5.2 Attendance at each committee meeting, issues discussed and recommendations for decisions will be minuted. Draft minutes shall be circulated to the Chair for review before being sent to all committee members.
- 5.3 The minutes will be included on the agenda and in the papers of the next meeting of the full governing body, or as soon as practically possible following that meeting. This is to meet statutory requirements, to provide information to the whole governing body and to seek ratification of decisions and recommendations. Where minutes are not available, due to the scheduling of meetings, the Chair of the committee will be responsible for giving an oral summary of the committee's deliberations to the full governing body.
- 5.4 The committee will have due regard for confidentiality in all matters placed before it.

#### **6. Terms of Reference**

- The Governing Body delegates to the Education Committee the following responsibilities
- 6.1 Prepare and review a strategy for school improvement in line with the OFSTED Framework
  - 6.2 Plan, monitor and evaluate appropriate sections of the School Development Plan/School Improvement Plan and/or Post OFSTED Action Plan.
  - 6.3 Challenging the SLT to deliver the actions and outcomes of the School Improvement Plan.
  - 6.4 Prioritise the delivery by the school of the elements of the school improvement plan relevant to this committee within agreed timescales
  - 6.5 Recommend, to the Governing Body, the Academy achievement targets based on national and Academy expected outcomes.
  - 6.6 Ensure the National Curriculum is broadly followed and taught to all students and meets the needs of every student.

- 6.7 Consider any disapplication from National Curriculum for student(s).
- 6.8 Monitor the provision of RE to ensure that it is in line with the Academy's curriculum.
- 6.9 Ensure the school meets its responsibilities for Collective Worship each day and in accordance with SACRE guidance. In the context of Abbey College this is a morning message of reflection for each year group based on the Virtues.
- 6.10 Monitor the progress of students against their individual and academy targets to ensure that there is effective monitoring, intervention and support.
- 6.11 Monitor the provision of teaching at all levels of ability and in reference to OFSTED student categories.
- 6.12 Ensure that parents are kept informed of their child's progress through effective assessment and information sharing.
- 6.13 Ensure a governor is nominated by the full governing body with specific responsibility to monitor provision for Child in Care (CiC) under Safeguarding.
- 6.14 Ensure a governor is nominated by the full governing body with specific responsibility to monitor child protection.
- 6.15 Challenge the SLT to ensure all teaching staff have access to the teaching and learning handbook and review the quality of each departments' curriculum learning journey documents.
- 6.16 Monitor standards of learning.
- 6.17 Monitor the effectiveness of the Pastoral Structure in personalising support for every student.
- 6.18 Monitor and evaluate arrangements for personal, social and health education and the pastoral welfare of all students.
- 6.19 Ensure the wider community is referenced in the school improvement plan.
- 6.20 Take account of and promote Student Voice
- 6.21 Contribute to governing body and school self review with particular reference to the OFSTED Framework
- 6.22 Establish and review policies linked to the Committee, including SEND, Admissions, Behaviour, Safeguarding and Sex and Relationships.
- 6.23 Monitor a training strategy for teachers, support staff and governors. Vice Chair of Committee to manage governor training for committee members.

**7. Declarations of interest(s)**

- 7.1 Before discussing or voting on a subject, a member of the Education Committee must declare any interest.
- 7.2 If a financial interest is declared it must be recorded in the register of pecuniary interests.
- 7.3 The Committee will operate in accordance with the College's Conflict of interest policy and the Education (School Government) Regulations. If an interest is declared the member must physically leave the meeting whilst that item is under discussion. The committee does not have the discretion to allow the governor to stay and listen to the discussion.
- 7.4 The requirement that the governor must withdraw from meetings on grounds of financial interest does not prevent them from discussing insurance cover for themselves against liability arising from their work as school governors.
- 7.5 Members of the Quality of Education Committee who also teach at the school need not withdraw from meetings when their interest in the matter being discussed is not greater than the interest of the generality of teachers at the school. (Ref: The Education (School Government) Regulations 1989 - Part 5 Regulation 14.)

These Terms of Reference and Standing Orders were approved by the Governing Body on 5<sup>th</sup> December 2023.