

## The Thinking Schools Academy Trust (“the Trust”)

### Quality of Education Committee – Terms of Reference

#### 1. Establishment of the Quality of Education Committee

- 1.1. In order to support the effective operation of the Trust and the academies within the Trust (the “Group”) the Trust’s Board of Directors (the “Board”) have decided to establish a committee to support the effective operation of the Trust. This group will be referred to in this document as the “Quality of Education Committee” or “QoE”.
- 1.2. The Board shall review annually the membership and terms of reference of the QoE.

#### 2. Membership

- 2.1. The QoE shall consist of:
  - The Trust Board’s Chair
  - The Trust Board’s Vice Chair
  - The Board’s Safeguarding link trustee
  - The Board’s Education link trustee
  - The Board’s Pupil Premium link trustee
  - The Chief Executive Officer (CEO)
  - Two co-opted committee members (drawn from AGBs)

The Board may from time to time appoint additional members.

- 2.2. The Trust’s CEO and employee attendees must leave the meeting during any discussion about their performance. They may be excluded from any minutes made and any material relating to their performance.
- 2.3. Other Group employees and specialist support may be invited to attend meetings as required.

#### 3. Remit and responsibilities of the QoE

The QoE committee shall:

- 3.1. Ensure that there is a broad and balanced curriculum in place for all schools which meets the needs of all learners.
- 3.2. Monitor and review the delivery of the curriculum.
- 3.3. Ensure an inclusive practice accessible for all including SEN and disadvantaged pupils.
- 3.4. Set attainment and progress targets and monitor school and pupil progress towards these target, which raise the standards for all children, including the most and least able, those with SEND, Pupil Premium, boys and girls those in a particular ethnicity and any who are currently underachieving.
- 3.5. Evaluate the impact of the school on the attainment and progress of pupils, including by groups of pupils, notably pupil premium & SEND.
- 3.6. Evaluate the impact of Pupil Premium funding.
- 3.7. Monitor and review the impact of Thinking, Teaching and Learning.
- 3.8. To review the implementation and impact on school performance of the trust Education strategy.
- 3.9. Review the safeguarding practices throughout the Trust and ensure there are appropriate policies and procedures in place in order for appropriate action to be taken in a timely manner to safeguard and promote children's welfare.
- 3.10. Review the pupil absence management practices throughout the Trust and ensure there are appropriate policies, procedures and support for schools.
- 3.11. The QoE can delegate tasks to such other individuals as it sees fit (for example those referred to above).

#### **4. Proceedings of QoE meetings**

- 4.1. The QoE shall meet in person or via video call three times a year.
- 4.2. The quorum for the transaction of the business of the QOE shall be three or if greater one third of its membership.

- 4.3. Every decision to be decided at a meeting of the QOE must be determined by a majority of the votes of the members present and voting on the decision. Each member present in person (including for the avoidance of doubt associate members) shall be entitled to one vote. [Where there is an equal division of votes the Chair shall have a casting vote.]
- 4.4. There shall be a timed agenda for meetings which will be set by the Chair.
- 4.5. A register of attendance shall be kept for each QOE meeting and published annually.

## **5. Reporting**

- 5.1. Within 14 days of each meeting the QOE will produce and agree notes of its meetings showing the decisions made and any agreed actions.
- 5.2. A summary of the committee content, decisions made and risks identified will be shared with the full Board at the next full Board meeting.
- 5.3. The QOE shall arrange for the production and delivery of such other reports or updates as requested by the Board from time to time.