

RMET

Scheme of Delegation

Appendix 4 – Terms of Reference

Quality of Education Committee

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Document Change History

Date:	Version:	Description of Changes:
1 st September 2023	0.1	New Policy
18 th September 2023	1.0	First Approval
September 2025	2.0	Full Review

1. Constitution and Standards

- 1.1. The Board of Trustees for RMET (“**Trust Board**” or “**the Trust**”) has established a committee of the Trust Board which will be known as the Quality of Education Committee (“**the Committee**”).

2. Membership

- 2.1. The Trust Board will appoint and remove all members of the Committee.
- 2.2. The Chair will be appointed by the Trust Board annually, at the first meeting of each academic year.
- 2.3. No person can act as Chair of the Committee if they are also an employee of the Trust.
- 2.4. The Committee shall have a minimum of three Trustee members and a maximum of five Trustee members. A majority of Committee members (with voting rights) must be Trustees of the Trust Board.
- 2.5. The membership of this Committee will always include the Chief Executive Officer (CEO) and the Chair of the Academy Committee (or their appointed nominee) at each School within the Trust (as non-voting members).
- 2.6. The purpose of the Academy Committee Chairs attendance at meetings, is to provide the Quality of Education Committee with support for strategic direction, local knowledge and accountability for the performance of each of the schools within the Trust.
- 2.7. The Trust Board will ensure that the Committee members have the knowledge and experience to fulfil the duties of this Committee.

3. Proceeding of the Committee

- 3.1. Meetings of the Committee shall not be less than three times per year and where appropriate should coincide with key educational dates in the Trust’s reporting cycle.
- 3.2. Any two members of the Committee may request that the Chair convene a meeting by giving no less than fourteen days’ notice via the Clerk.
- 3.3. The quorum for any business to be transacted by the Committee shall be two members. No vote of any matter shall be taken at a meeting unless those members are Trustees of the Trust Board.
- 3.4. Every matter to be decided by the Committee must be determined by a majority vote of the members present in person and entitled to vote on the matter.
- 3.5. Each Committee member (voting members) present in person shall be entitled to one vote.

- 3.6. Where there is an equal division of votes the Chair of the Quality of Education Committee will have the casting vote.
- 3.7. In the absence of the Chair, those present will elect a Chair from amongst their number in accordance with paragraph 2.3.
- 3.8. Any Member of the Committee may attend the meeting in person, by telephone or by virtual means provided that notice has been given to the Clerk prior to the start of the meeting.
- 3.9. The Committee may invite other guests to attend who are not members, to report or aid the Committee on a particular agenda item. These guests may speak with the permission of the Chair but have no voting rights.
- 3.10. A Clerk will be in attendance to take minutes at the meetings of the Committee.
- 3.11. At the end of every meeting of the Quality of Education Committee, the Chair shall direct the meeting to consider in regard to every decision made or item discussed whether any item be treated as confidential and recorded as such in the minutes of the meeting. Excluded items include:
 - 3.11.1. A named teacher or other person employed or proposed to be employed at any School or central team within the Trust;
 - 3.11.2. A named pupil or named student, or candidate for admission or referral to any School; and
 - 3.11.3. Any matter which, by reason of its nature, the committee are satisfied should remain confidential.
- 3.12. The Clerk to the Committee must take steps to protect against the risks of the security of the information stored electronically, or on paper. These steps include:
 - 3.12.1. Using GovernorHub to upload the minutes and papers rather than sending by email;
 - 3.12.2. Where it is deemed necessary for minutes and supporting papers for the agenda items to be distributed by email, the Clerk will only use Trust email addresses;
 - 3.12.3. Clerks and Committee members may not share minutes, agendas or supporting papers outside of the Trust's GovernorHub system or email system;
 - 3.12.4. It is the responsibility of all Committee members and Clerks to ensure that hard copies of papers are not left unattended.
- 3.13. The agenda and associated papers for each meeting will be prepared and circulated seven days prior to the meeting date.
- 3.14. A register of member attendance shall be maintained and published annually on the Trust website.

4. Authority

- 4.1. The Quality of Education Committee is a committee of the Trust Board and is authorised to investigate any activity:
 - 4.1.1. Within these terms of reference;

- 4.1.2. Specifically delegated to it by the Trust Board.
- 4.2. The Committee is authorised by the Trust Board to request any information it requires in furtherance of its investigative powers from the Trust.

5. Reporting Procedures

- 5.1. Within fourteen days of each meeting, the Committee will:
 - 5.1.1. Produce minutes of meetings;
 - 5.1.2. Produce a summary document identifying (i) decisions made, (ii) recommendations to the Trust Board, (iii) any items for the information of the Trust Board and (iv) items for further discussion by the Board, (together the “**Committee Reports**”).
- 5.2. The Committee Reports can be agreed by Chair of the Quality of Education Committee via email.
- 5.3. The Committee Reports will be available to Trust Board within fourteen days of each Committee meeting.
- 5.4. The Committee will arrange for any further reports or updates as requested by the Trust Board and be available within an agreed timeframe.
- 5.5. The Committee will conduct an annual review of its roles and responsibilities in line with the Trust Board requirements and will make any recommendations to the Trust Board accordingly.

6. Conduct of Committee Members

- 6.1. All Committee members shall observe at all times the provisions of the Trust’s Governance Code of Conduct.

7. Members’ Interests

- 7.1. Committee members are required to declare any interests in any item being discussed at a meeting and adhere to the agreed protocols within the Trust’s Articles of Association.

8. Disqualification and Removal of Committee Members

- 8.1. A Committee member shall immediately cease to be a member under the definitions of the Trust’s Articles of Association.

9. Purpose

- 9.1. The Quality of Education Committee shall maintain oversight of:
 - 9.1.1. Monitoring and evaluating pupil achievement;
 - 9.1.2. Monitoring and review of teaching and learning;

- 9.1.3. Ensuring the Trust provides a broad and balanced curriculum in keeping with the Trust's Strategic Plan;
- 9.1.4. Ensuring the Trust is fully inclusive, including SEND, PP and the disadvantaged and evaluate the impact of these premiums;
- 9.1.5. Monitoring of Careers Guidance.

10. Remit and Responsibilities

- 10.1. The remit and responsibilities of the Quality of Education Committee are set out in the Schedule.

Schedule of the Quality of Education Committee

The responsibilities of the Quality of Education Committee:

1. Advise the Trust Board and the Chief Executive Officer on the adequacy and effectiveness of the duties described in the Terms of Reference for the Quality of Education Committee (paragraph 9).

Strategic Direction:

2. Advise and input on the development of an educational strategy for the Trust Board and consider policies, procedures or plans required to realise the Trust's Strategic Plan.
3. To consider the Trust's long-term plans.
4. Oversee the educational performance of the Trust, including receiving the CEO Report (which includes data, attendance, exclusions, safeguarding and quality assurance).
5. Define and maintain oversight of the Key Performance Indicators.
6. Take appropriate action on any relevant matters reported by the Chair of the Academy Committee.

Monitoring:

7. Review and monitor the outcomes of premiums (including but not limited to):
 - Pupil Premium;
 - Sports Premium;
 - Curriculum Provision;
8. Review cohort performance across the Trust in respect of:
 - Early Years Foundation Stage;
 - Key Stage 1;
 - Key Stage 2;
 - Key Stage 3;
 - Key Stage 4;
 - 16 – 19 provision.
9. Monitor information on SEND and the disadvantaged.

10. Monitor and evaluate behaviour and discipline across the Trust.
11. Receive reports relating to the exclusion of pupils across the Trust.
12. Receive reports relating to the attendance of pupils across the Trust.
13. Receive information on the curriculum and quality of education issues.
14. Receive information on other curriculum issues such as spiritual, moral, social and cultural learning.
15. Monitor the curriculum enrichment throughout the Trust.
16. Be updated on Ofsted inspections and outcomes.
17. Monitor pupil health, wellbeing and physical literacy.
18. At least once per year receive the Objective National Data for discussion.
19. Monitor teaching capacity including impact of continuing professional development on pupil achievement and standards.
20. Review the procedure for identification of, ratings and responses to the risk register.

Educational Procedures:

21. Ensure the Trust complies with appropriate bodies including the DfE.