

Terms of Reference for Academy Quality of Education Committee 20-21

Purpose

The purpose of this committee is to focus on the Strategic Priorities, the Risks, and the Governance Functions - as delegated by the FLT Board - specifically relating to the quality of education across all Trust schools.

Strategic Priorities

The Strategic Priorities delegated to this committee to monitor, as set out in the current FLT Strategy and Strategic Priorities document, are as follows:

Strategic Priorities	Ref	Target Date	Information Required	Operational Lead
Pupil progress - Ensure seamless continuity for all year groups in their return to school, adapting the curriculum as necessary and ensuring accurate assessments to take each child forwards from their starting point to the academic year.	LF1	Sept 2021		LW
Attendance – Particularly to monitor the attendance of PPG and SEND children.	LF1	Sept 2021		LW
Pupil Premium - Establish and begin to embed the PP strategy across the Trust, improving outcomes.	LF 1	Sept 2020		JH (RK)
FFT Aspire - Embed the use of FFT Aspire across all schools to evaluate, target set and track pupil progress	LF1	Sept 2021		LW
SEND - Improve the quality of provision and outcomes for SEND pupils.	LF1	Apr 2022		HC (RK)
Phonics - Support Primary schools in providing highly effective phonics teaching.	LF1/2	Sept 2021		SR
Research - Embed research led approaches at the heart of developments across the Trust, using research leads / teams in each school to pioneer this.	LF2	Sept 2021		LW
Curriculum - Improve continuity and cohesion in curriculum and pedagogy between KS2 and KS3. Establish a 3-18 educational	LF2/3	Apr 2022		RC

vision and strategy with a focus on PP, SEND pupils.				
Curriculum sequencing - Work with Curriculum leads, Head teachers and Subject leaders to ensure each school's curriculum is sequenced so that knowledge is remembered and builds over time, to include developing the computing curriculum in particular.	LF3	Aug 2022		LW (GK)
Curriculum Enrichment -develop and enhance a programme of interschool collaboration.	LF3	Sept 2021		RK
Ofsted - Support schools expecting Ofsted inspection during the academic year.	LF4	Sept 2021		DM
Peer Review - Provide an annual peer review for each school which support their self- evaluation and school improvement planning.	LF4	Sept 2021		LW
Mental Health and Well Being - Establish a Mental Health and Well-being strategy across the Trust which supports pupils to be positive, resilient and ready to learn.	LF5	Sept 2021		LB
Sixth Form - Work with new Head teacher and Director of KS5 to review curriculum offer and expand sixth form.	LF6	April 2022		PB

LW – Louise Warren (Director of Education)

RK – Rachel Kenyon (PE and Curriculum Enrichment Lead)

LB – Lindsey Baldwin (Trust Safeguarding Lead)

RC – Rebecca Cooper (AIT)

JH – James Hood (AIT)

HC – Helen Cox (Trust SEN Lead)

LW – Laura Wright (Trust Family Worker)

GK - Greg King (Computing)

Risks

The Risks delegated to this committee to monitor, as set out in the FLT Strategic Risk Register document, are as follows:

Three or more Academy Schools rated “requires improvement” or “inadequate”
 A major breach of safeguarding protocols

Governance Functions

The Governance Functions delegated to this committee to action, as set out in the current FLT Scheme of Delegation for Governance Functions document are as follows:

Number	Function
Operation	
119	Recommend any changes to school hours, terms and holidays for Board approval
Pupil Outcomes	
137	Scrutinise progress and achievement of FLT pupils against Trust targets
141	Scrutinise and evaluate impact of pupil premium strategies across all Trust schools
Discipline/ Exclusions	
147	Review the level of pupil exclusions, bullying and discrimination incidents across FLT
Participation	
152	Establish a charging and remissions policy for activities
Governance	
211	Scrutinise and evaluate impact and quality of challenge of annual reports on statutory provision across all Academy schools
School Inspection	
220	Ensure the designated Trustees and governors understand Ofsted inspection criteria

Policies & Procedures

The Policies & Procedures delegated to the Academy Resources Committee to maintain, as set out in the FLT Guidance on Statutory Policy and Procedure document, are as follows:

Name	Review Date
Children with Health needs who cannot attend school	Policy under development
Data Protection	01/09/2017
Newly Qualified Teachers	Policy under development
School Information published on website	01/11/2021
Supporting pupils with medical conditions	01/03/2020

Reporting to the Board

The chair of the Board has created a schedule of business indicating when reports from the committee must be shared with the Board.

Term 1

No business to take place in this term as the Board meeting needs to take place before the committee meets in term 2.

Term 2

Make recommendations as to the scope of Trust annual surveys to be carried out with <ul style="list-style-type: none"> - parents - pupils - governors and

- staff

Provide a report setting out the rapid improvement plans in force within Trust schools

Provide a report on the actions within Learners' First from the Strategic Plan.

Term 3

Provide a report on the quality and impact of SEND provision across the Trust and how effectively SEND funding is being used

Provide a report on the quality and impact of Pupil Premium provision across the Trust and how effectively PP funding is being used

Provide a report on how effectively Sport Premium funding is being used across the Trust including the quality and impact of the additional sports provision

Provide reports on the progress of any rapid improvement plans in place in Trust schools

Provide a report on the outcome of pupil performance monitoring – progress towards targets and the quality of teaching and learning across the Trust

Term 4

Provide a report on the impact of any rapid improvement plans in place in Trust schools

Provide a report on how well the culture and ethos of our church schools is being promoted and sustained

Contribute to a report on the impact of Equality Objectives and Access Plans for the Trust

Provide a report on safeguarding across the Trust and outcome of safeguarding health checks to include the voice of Trust-designated Safeguarding Lead and Safeguarding Trustee

Term 5

Contribute to the review of the vision statement and what should be reflected in the Trust Strategic Aims

Provide a report on the outcomes the Trust Health Checks, including progress in respect of any recommendations and action plans

Term 6

Provide a report on the impact of any rapid improvement plans in place in Trust schools

Recommend for adoption the Trust's Curriculum Intent and Impact Statement

Provide a report on outcomes at EYFS, KS1, KS2 (if available) and Phonics across the Trust and confirm if there is a need for any rapid improvement plans

Report on a review of the committee's Terms of Reference and any changes which need to be approved

In addition;

Autumn Term -

Ensure all Trustees have current Safeguarding Training

Confirm Trustees have noted any changes to the FLT Pay Policy

Spring Term –

Ensure at least two Trustees have current Safer Recruitment Training

Membership and Meetings of this committee

The committee will comprise of a maximum of 10 members, at least 2 of which must be Trustees of the FLT Board. The chair must be a board Trustee; the chair must not be an employee of FLT.

The current members of the Quality of Education Committee (from September 2020) are as follows:

Chair: Paul Turner

Board Representatives: Christine Price Smith, Rev Paul Walker (SEN), Helen Turner (Safeguarding)

Local Governing Body Representatives: currently no LGB representatives

Officers: Louise Warren; Director of Education

Clerk: Alexandra Molton

The membership will be reviewed at the first meeting of the academic year.

Additional attendees may be invited to advise on specific issues; any governor of an LGB may attend committee meetings.

The quorum is 50% committee members, at least (2) two of which must be directors of the FLT board. Only committee members may vote, and where necessary, the chair may have a casting vote.

The committee must meet at least three times per year; further meetings may be held as required for the committee to meet its responsibilities. Agreed meetings for 2020/21:

5th November, 21st January, 18th March, 12th May, 24th June 2021.

The agenda and supporting papers for each meeting must be circulated in advance. A formal record of each meeting must be maintained and circulated prior to the next meeting for verification.

Schedule of Business for Academy Quality of Education Committee Meetings

All meetings / standing items

- Apologies
- Welcome
- Pecuniary Interests
- Critical Matters for AON
- Minutes from the last meeting
- (Target 30 minutes)
- Review any updates to Academy Improvement Team
- Report on progress towards Learners' First actions on the strategic plan
- Ofsted Inspection summary document, and identify any risks/concerns
- Other
- AOB

Term 1 Full Board meeting Scrutinise progress and achievement of FLT pupils against Academy targets (results from previous academic year)

Review Safeguarding and Child Protection Policy

Term 2 meeting (target date: November)

- Review QoE committee Terms of Reference (any changes in Scheme of Delegation / strategic priorities and KPIs / strategic risks)
- Scheme of Delegation
- Risk Register
- Review and agree AIT programme
- Review actions relating to Learners' First from the strategic plan

Term 3 meeting (target date: January)

- Scrutinise and evaluate impact of pupil premium strategies across FLT
- Scrutinise and evaluate impact of SEND across FLT
- Review sample of minutes of LGB P&S committees relating to PP and SEND
- Provide a report on the quality and impact of LAC and formally LAC provision across the Trust, including how effectively LAC funding is being used

Term 4 meeting (target date: March)

- Review Safeguarding Annual Report
- Review the level of exclusions, bullying and discrimination incidents across FLT for the full previous academic year and up to date information for current year (terms 1, 2 and 3)
- Review the level of attendance across all FLT to include levels for the full previous academic year and up to date information for current year (terms 1,2 and 3)

Term 5 meeting (target date: May)

- Policy review
- Contribute to the review of the vision statement and what should be reflected in the Trust Strategic Aims
- Provide a report on the outcomes the Trust Health Checks, including progress in respect of any recommendations and action plans

Term 6 meeting (target date: June)

- Provide a report on the impact of any rapid improvement plans in place in Trust schools
- Recommend for adoption the Trust's Curriculum Intent and Impact Statement
- Provide a report on outcomes at EYFS, KS1, KS2 and Phonics across the Trust and confirm if there is a need for any rapid improvement plans
- Report on a review of the committee's Terms of Reference and any changes which need to be approved

Agreed by this committee

Signed

Chair

Date

Next review due – September 2021