



Quality of Education Committee

Terms of Reference

2023-24

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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
Inclusion – Improve provision for the most complex, high needs pupils <ul style="list-style-type: none"> · Improve attendance · Effective transition at all stages · Embed mental health lead role in schools and action plans · Reduce identity based bullying (Equaliteach) · Gain impact from SPLO roles · Set up nurture groups x 2 · Improve behaviour and learner engagement at FCC · Raise outcomes for vulnerable pupils 	LF1 and LF5	Sept 2024		SG/LW
Phonics impact on reading and writing – ensure that good outcomes in phonics lead to good outcomes in reading and writing at KS1, including effective assessment and moderation practices	LF1	Sept 2024		LW/SDLM
GCSE Pupil progress – Rapidly improve progress and attainment in GCSEs, particularly in maths, Business, Science and MFL.	LF1/LF2/LF3	Sept 2024		RH/RC/RE

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Curriculum sequencing - Continue to develop a programme of deep dives focusing on PSHE/ RSE/PD, PE and MFL ensuring clear knowledge sequencing and progression in each school has positive impact	LF3	Sept 2024		SE / LW / RW and RK
Safeguarding – Induct and embed a new safeguarding lead working effectively across both Trusts	LF5	Sept 2024		LW / LH / LS
SEND - Ensure high quality provision exists in all schools and at Trust wide level to meet the needs of pupils with additional needs. <ul style="list-style-type: none"> · Inclusive and adaptive teaching · Smart plans delivered by staff and reviewed in line with policy · Improve attendance · Effective transition at all stages · Communication with parents · Effective TAs · Improve behaviour and learner engagement at FCC · Raise outcomes for SEND pupils 	LF1/LF2	Sept 2024		LS / LW
QA - Ensure each school is using an effective monitoring and feedback schedule which consistently improves teaching and addresses weaker teaching.	LF4	Sept 2024		LW/RC

LW – Louise Warren (Director of Education)
 RK – Rachel Kenyon (PE and Curriculum Enrichment Lead)
 SG – Sarah Gristwood (Inclusion Lead)
 SE – Suzanne Elliott Head John Blandy
 BJ – Becky James
 JH – James Hood
 SDLM – Sian DeLaMare

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RC – Rachel Cave
 RH – Rick Holroyd
 LS – Leah Spiers
 RW – Rachael Wheeler
 RE – Richard Evans (CEO)

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:

#	Functions
Operation	
32	Maintain and monitor a risk register (in collaboration with LGB/ARC and IARC)
103	To review policy and receive statutory reports relating to Early Careers Teachers
120	Review trust attendance data, impact of persistence absence and school actions
124	Recommend any changes to school hours, terms and holidays for Board approval
Pupil Outcomes	
143	Scrutinise progress and achievement of FLT pupils against Trust targets and national figures
147	Scrutinise and evaluate impact of pupil premium strategies across all Trust schools
Discipline/Exclusions	
154	Review the level of pupil suspensions, exclusions, bullying and discrimination incidents across FLT. Analyse patterns, recommend possible Trust actions
Participation	
161	Establish a charging and remissions policy for activities

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Safeguarding	
182	Monitor implementation and impact of a whole school approach to safeguarding (with LGB)
Legal Functions	
199	Maintain FLT Data Protection Policy
Governance	
230	Scrutinise and evaluate impact and quality of challenge of annual reports on statutory provision across all Trust schools
School Inspections	
238	Ensure the designated Trustees and Governors understand Ofsted inspection criteria

Policies and Procedures

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

Name	Review Date
Remote learning policy (completed at school level)	TBC
Charging and remissions policy	01/02/2025
Children with Health needs who cannot attend school	16/03/2024
Data Protection	01/03/2024
Early Career Teachers	Policy under development
GDPR (covered under data protection)	TBC
Health and Safety and First Aid in School	29/06/2026
Supporting pupils with medical conditions	01/07/2024
Relationship and Relationship and Sex Education (completed at a school level)	TBC

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.

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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

- 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

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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 of 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

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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 2023) are as follows:

- **Chair:** Paul Turner (SEND and PPG)
- **Board Representatives:** Christine Price-Smith, Malcolm Sperrin (Safeguarding), Sharon Farrell, Samantha Brady, Liz Holmes, Richard Evans
- **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 and 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 2022/23:

28th September 2023, 30th November 2023, 11th January 2024, 14th March 2024, 2nd May 2024, 27th June 2024.

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

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- Pecuniary Interests
- Critical Matters for AOB
- 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 meeting

- 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)

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- 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 Paul Turner

Chair

Date

Next review due – September 2024

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