



Opportunity, Work together, Nurture

QUALITY OF EDUCATION (QE) COMMITTEE TERMS OF REFERENCE

The Quality of Education Committee is an executive committee of the OWN Trust with specific delegated powers established in accordance with the Trust's Articles of Association. These powers are determined, and can be varied permanently or temporarily, by the Trust Board and are recorded in the Scheme of Delegation.

A COMPOSITION OF THE QUALITY OF EDUCATION COMMITTEE

The Trust Board will appoint members of the Quality of Education Membership and will include a minimum of three trustees:

1. Specified Trustees with relevant knowledge, skills and expertise
2. Such additional persons with relevant expertise at the discretion of the Trust Board.
3. Such further Trustees as the Trust Board may appoint in order to ensure that the Committee has a majority of Trustees.

~~Employees of the Trust, other than those mentioned in 4. (above) may be appointed to the Quality of Education Committee at the discretion of the Trust.~~

The Governance & Compliance Manager will act as clerk to the committee. If not able to attend, the G&C Manager will engage a suitably qualified professional clerk to attend and minute the meeting.

B TERM OF OFFICE AND RESPONSIBILITIES OF COMMITTEE MEMBERS

1. The Term of Office for all committee members is 1 year.
2. The Trust Board shall appoint the members and Chair and of the committee annually, noting any recommendation from the Committee. The Trust may remove/replace the Chair of the Committee.

3. On appointment, committee members are required to familiarise themselves, and where appropriate to agree to comply, with:
 - 3.1 the Trust Articles of Association, Master and Supplementary Funding Agreements
 - 3.2 These Terms of Reference,
 - 3.3 Relevant Trust policies
4. Committee members will respect the confidentiality of any matters discussed, or information accessed, as part of their role.
5. Members will, at the start of every meeting, declare any actual, potential or perceived conflict of interest (financial or otherwise) in any item on the agenda. Where a conflict is unclear, the Committee will decide if a member should withdraw from the discussion and/or vote.

C OPERATION AND ROLE OF THE QUALITY OF EDUCATION COMMITTEE

The Quality of Education Committee shall exercise the powers, responsibilities and duties delegated by the Trust Board as set out in these Terms of Reference and the Trust's Scheme of Delegation.

Local Governance Committees will continue to scrutinise standards and provision within their own schools, led by the local governor for Quality of Education. The local governor for Quality of Education, alongside the headteacher and/or nominated representative from each school is invited to attend meetings of the Quality of Education Committee. ~~At the meeting an analysis of outcomes from the previous year's statutory assessment outcomes, including SATs, will be presented for discussion, along with forecasts for identified key performance indicators. Local governors responsibility for Quality of Education and headteachers (and/or nominated representatives) may be invited to attend further meetings as/when appropriate.~~

1. The Quality of Education Committee will
 - 1.1 Review and challenge educational standards, including but not limited to:
 - attainment and progress data
 - quality of teaching
 - behaviour

- 1.2 The Committee will use key performance indicators, including local and national comparators, including for whole schools and any identified groups of pupils, together with reports on internal assessments and tracking from the CEO/Headteachers.
- 1.3 Through the leadership team, quality assure the accuracy of school self-evaluation, assessments and tracking
- 1.4 Ensure schools are implementing and scrutinising forecast for pupils' attainment and have in place action plans to meet agreed forecasts and/or address any concerns
- 1.5 Through the leadership team, quality assure the effectiveness of support for vulnerable pupils across the Trust in order narrow the gap between outcomes for disadvantaged and non-disadvantaged pupils/groups.
- 1.6 Ensure OWN Trust's strategic vision and values are embedded in the curriculum and teaching at all member schools and ensure it complies with the Trust's Funding Agreement. Unless the Trust Board determines otherwise, schools will apply the National Curriculum and apply relevant guidance.
- 1.7 Support the Trust Board and Local Governance Committees in their legal and delegated responsibilities for the quality of education across the trust.
- 1.8 Support the Trust Board and Local Governance Committees in being prepared for Ofsted inspection.
- 1.9 Promote school to school partnership working, within and outside OWN Trust.
- 1.10 Receive an annual report on CPD across schools and the Trust.
2. The Quality of Education Committee will meet three times in each academic year. Dates for meetings are set annually by the Trust as part of the whole-trust calendar.
 - 2.1 Additional meetings may be called where necessary to meet the needs of the Trust.
 - 2.2 All meetings are virtual.
 - 2.3 Where a meeting cannot take place business may be conducted via email as a written resolution. All decisions taken by such means will have the same status and effect as if they had been taken at a meeting.

- 2.4 Quorum for a meeting of the Committee will be half the membership of the committee (rounded up), or two trustees, provided that the majority of those present are Trustees of OWN Trust.
 - 2.5 Where the Chair of Committee is not present at a quorate meeting, the Committee will designate one of their number to act as Chair for that meeting.
 - 2.6 Agenda and papers for meetings will be shared seven days before the meeting. The convening of a meeting and the proceedings conducted shall not be invalidated by reason of any individual not having had access to the agenda and papers. A shorter notice period may be given at the discretion of the Committee Chair.
 - 2.7 All matters for decision by the committee will be determined by simple majority of committee members present and eligible to vote. Where there is a tie, the Chair of the Committee has a casting vote.
 - 2.8 Draft minutes of the meeting will be shared within 10 working days of the meeting and will be signed by the Committee Chair to verify that the minutes are a true record
3. The Committee Chair, or if they are not available, a delegated member of the committee, will report to, and make recommendations to, the Trust Board.