

# Terms of Reference

## Education Effectiveness Committee

### **1. Constitution and Purpose**

- 1.1 The Education Effectiveness Committee (EEC) is constituted by the Board of Trustees (the Trustees) of Coast & Vale Learning Trust, (the Trust Board) to assist the Trust Board in its management of all the Trust's standards and achievement.
- 1.2 Coast and Vale Trust Board values the contribution of the Local Governing Committees in overseeing the work of the Leadership Team within their school in relation to the EEC.  
The LGC should have regular updates as to the monitoring of educational standards.

### **2. Membership**

- 2.1 The Committee shall have a minimum of three members. Most of the EEC members must be Trustees of the Trust Board. The membership may include persons who are not Trustees: The Chair of the committee may decide if such members are entitled to vote in any proceedings of the committee. Officers of the Trust who may attend the meeting to report to Trustees are not counted as committee members and are not entitled to vote in any proceedings of the committee.
- 2.2 The CEO shall ensure that a Clerk is provided to take minutes at meetings of the Committee.
- 2.3 The EEC may invite attendance at meetings from persons who are not Trustees to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

### **3. Remit and responsibilities of the Education Effectiveness Committee**

- 3.1 The EEC shall be responsible for the matters set out in the attached Schedule, and any other matters delegated to it by the Trust Board.

### **4. Proceedings of Education Effectiveness Committee meetings**

- 4.1 The EEC will meet as often as is necessary to fulfil its responsibilities but at least three times a year being once in each of the autumn, spring, and summer terms.
- 4.2 Any two EEC members can require that the Chair convene a meeting by giving no less than 14 days' prior notice.
- 4.3 The quorum for the transaction of the business of the EEC shall be 50% of those members of the committee who are Trustees.
- 4.4 Unless the meeting is quorate any matter decided by the EEC will only be a recommendation and must be ratified by the Trust Board.
- 4.5 Every matter to be decided at a meeting of the EEC must be determined by most of the votes of the committee members present and voting on the matter. (For the avoidance of doubt, an abstention from voting is not counted as a vote).
- 4.6 Each committee member present in person shall be entitled to one vote.
- 4.7 Where there is an equal division of votes the Chair of the meeting shall have a casting vote.
- 4.8 In the absence of the Chair, the Vice-Chair may act as Chair.

- 4.9 A register of attendance shall be kept for each committee meeting and published annually.
- 4.10 All papers will be provided to committee members no less than seven days before the meeting. The committee will only consider papers submitted less than seven days before the meeting in exceptional circumstances and with the prior agreement of the Chair.

## **5. Authority**

- 5.1 The EEC is authorised by the Trust Board to:
  - 5.1.1 carry on any activity authorised by these terms of reference: and
  - 5.1.2 seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.

## **6. Reporting Procedures**

- 6.1 Within 5 working days of each meeting the Clerk to the EEC will produce minutes of its meetings.
- 6.2 Within 10 working days of each meeting the Chair of the EEC will agree the minutes of its meetings.
- 6.3 The EEC minutes and any reports can be agreed by committee members by email.
- 6.4 The EEC minutes and reports will be sent to the Trust Board at least 5 working days before the next Full Board meeting.
- 6.5 The EEC shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.
- 6.6 The EEC shall conduct an annual review of its work (summer term) and these terms of reference (autumn term) and shall report the outcome and make recommendations to the Trust Board.

# SCHEDULE

## Responsibilities of the Education Effectiveness Committee

### **1 Monitoring**

- 1.1 Receive reports from executive staff and LGCs on standards and achievement, including risk management, curriculum, teaching and learning, assessment, special educational needs, academic targets (e.g., progress and achievement), student behaviour and attendance, safeguarding and student/student welfare.
- 1.2 To monitor and evaluate progress and standards of achievement of all students, including any underachieving and vulnerable groups. To monitor performance in comparison with other MATs and schools both locally and nationally.
- 1.3 To consider recommendations from external reviews of the schools (e.g., Ofsted or academy improvement advisers), agree actions because of reviews and regularly evaluate the implementation of the plan.
- 1.4 To ensure that all students have equal opportunities.
- 1.5 To develop and review policies identified within the Trust's policy review programme and in accordance with its delegated powers (including sex education and student behaviour/discipline). To ensure that the requirements of students with special needs are met, as laid out in the Code of Practice
- 1.6 To monitor and evaluate the effectiveness of leadership and management on standards of teaching and learning.

### **2 Risk Management**

- 2.1 Ensure that executive staff are actively managing educational and reputational risks faced by the Trust and all its schools.

### **3 Curriculum**

- 3.1 Advise the Trust Board on curriculum matters generally.
- 3.2 Have oversight of:
  - 3.2.1 the curriculum policy produced by each academy's Principal/Headteacher and LGC.
  - 3.2.2 the implementation of each academy's curriculum policy, and ensure its contribution to SMSC (Spiritual, Moral, Social and Cultural Development), British Values and preparation for an appreciation of life in modern Britain.

### **4 Special educational needs**

- 4.1 Monitor and make recommendations to the Trust Board on special educational needs matters generally.
- 4.2 Review and make recommendations to the Trust Board on SEND and inclusion policies (social disadvantage, equality, disability discrimination, looked after children, student premium, gifted and able, English as an additional language etc).
- 4.3 Receive Accessibility Plans for each school and for the Trust.

### **5 Teaching and learning and assessment**

- 5.1 Advise the Trust Board on teaching and learning and assessment matters generally.
- 5.2 For each of the Trust's academies:
  - 5.2.1 annually, review and approve proposals from each LGC for targets for student progress and achievement.
  - 5.2.2 at each meeting, review reports from each LGC on actual student progress and achievement compared with targets; as appropriate, recommend to the Trust.

### **Board any remedial actions**

- 6 Development Plans and Self-Evaluation Frameworks (SEFs).

- 6.1 Oversee, and advise the Trust Board on, the Development Plans/SEFs of the Trust and all its academies/schools.
- 6.2 For each of the Trust's academies:
  - 6.2.1 receive and review proposals from each LGC for their Academy Development Plan.
  - 6.2.2 review reports from each LGC on the progress of implementing their Academy Development Plan; as appropriate, recommend to the Trust Board any remedial actions.

## **7 Behaviour and attendance**

- 7.1 Advise the Trust Board on behaviour, discipline and attendance matters generally.
- 7.2 Receive annually a report from each LGC on the overall pattern and use of exclusions.
- 7.3 For each of the Trust's academies:
  - 7.3.1 receive and review proposals from each LGC for targets for student attendance.
  - 7.3.2 review reports from each LGC on actual student attendance compared with targets.
  - 7.3.3 as appropriate, recommend to the Trust Board any remedial actions.

## **8 Ofsted**

- 8.1 Advise the Trust Board on Ofsted matters generally.
- 8.2 Receive reports from the LGCs on preparedness for Ofsted and their current self-evaluation.
- 8.3 Receive Ofsted reports for the Trust's academies/schools; and scrutinise the writing and implementation of post-Ofsted action plans.

## **9 General**

- 9.1 Lead and be responsible for making recommendations to the Trust Board on the standards aspects of due diligence on academies/schools which might join the Trust.

**Document Management: CEO/EA**

**Date Terms of Reference: 26 August 2021**

**Presented for Approval: 20 October 2021**

**Next Review Date: Autumn Term 2022**

**Approving Body: CVLT Trust Board**

**Chair: John Scoble**

**Trustees: Debbie Clapham**

**Lisa Ponter**