

## Educational Excellence Committee



### Terms of Reference

#### **Purpose**

To provide assurance to the Trust Board in matters relating to curriculum and continual enhancement of the quality of education and the student experience by monitoring relevant strategy, policies, procedures and educational outcomes and scrutinising their impact.

To provide assurance to the Trust Board that local input from parents, students and other stakeholders is being sought and heard.

To challenge and hold to account the leadership team on matters of educational quality and the student experience, seeking continual improvement

#### **Responsibilities**

1. To monitor the impact of, and approve the implementation of, educational quality assurance/improvement strategies across the Trust;
2. To scrutinise the Trust's Admissions Policy and recommend to the Trust Board for approval;
3. To review and evaluate Key Performance Indicators in relation to the quality of teaching and learning, curriculum delivery and outcomes, challenging and agreeing remedial actions when required;
4. To receive reports and review and evaluate Key Performance Indicators in relation to the quality and impact of the Colleges' relationships with parents, and other local stakeholders such as healthcare providers, employers and linked schools in the local community.
5. To receive outcomes of any staff, student or stakeholder surveys conducted by the Colleges and ensure feedback on curriculum and quality performance is used to inform decision making/action plans so as to enhance the overall student experience and wellbeing.
6. To receive and comment on the Colleges' annual Self-Assessment Reports, identifying significant changes in results, emerging trends and risk in relation to future performance, and recommend the report(s) and Quality Improvement Plans to the Trust Board for approval;
7. To review progress reports on the implementation of current Quality Improvement Plans and other evaluation reports related to the quality and achievement of learning across the Colleges;
8. To review the Colleges' performance against internal and external targets, performance projections and peer group benchmarks; and set appropriate targets for the forthcoming academic year, challenging and agreeing remedial actions when required;
9. To review the Colleges' performance and achievement against relevant external accreditations;
10. To support, on behalf of the Trust Board, the CEO, Principals and other senior staff for any Ofsted or other regulatory inspections, both through discussing the approach to such inspections and specifically providing Governance input and presence as required;
11. To be kept informed about the outcomes of teaching quality enhancements such as teacher numbers, lesson observations, and staff CPD, as well as follow-up actions;
12. To review reports and policies on Equality, Diversity and Inclusion as they relate to student outcomes, experience and wellbeing;
13. To receive regular reports from the Executive Safeguarding Committee(s) and provide assurance and make recommendations as required to the Trust Board through the Trust Lead for Safeguarding;
14. To assure the Trust Board that there is sharing of best practice as it related to student education and wellbeing across the Eastern Colleges Group;
15. To contribute, as required, to the Trust Board's discussions of strategy and risk management relating to areas within the Committee's remit.

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#### Delegated Authorities

1. To review annually and approve the Student Discipline policy;
2. To consider any decision made by the Principal(s) to exclude permanently a pupil and, as needed, establish and authorise an independent panel hearing to consider any decision to readmit a pupil;
3. To review and monitor both permanent and fixed term exclusions and in-year admission decisions.

#### Policies/Reports to scrutinise and recommend to the Trust Board:

1. Admissions policy/policies.
2. Safeguarding policy
3. Equality and Diversity policy as it relates to students
4. Annual Self-Assessment Report and Quality Improvement Plan
5. Annual Stakeholder Engagement Plan

#### Membership

The EEC will be designated an LGB according to the Articles of Association, to allow for the majority of membership to comprise non-Trustees.

The EEC shall comprise not more than 14 Committee members including:

- (a) The Chair (who shall also be a Trustee)
- (b) The Vice Chair (who shall also be the Trustee lead for Safeguarding)
- (c) The CEO (ex-officio)
- (d) Any additional SAT Trustees as determined and appointed by the Trust Board
- (e) One elected Parent member from each College
- (f) One appointed Staff member from each College
- (g) Up to seven additional Committee members appointed by the Trust Board against a role description to ensure relevant skills and, ideally, a balance of links to each College locality.

The Principal of each College are expected to be in attendance at all EEC meetings. Other members of the College Senior Leadership Teams are expected to attend as appropriate. Other members of staff may also attend for relevant items.

SAT Trustees have a standing invitation to attend any EEC meeting.

The quorum for meetings shall be five or one third of the Committee (whichever the greater).

#### Chair

The Trust Board will appoint a Trustee as the Committee Chair through its standard processes for a term of one year, renewable, at its meeting in July for the following academic year.

#### Vice-Chair

The Trust Board will appoint the Trustee lead for Safeguarding as the Committee Vice-Chair through its standard processes for a term of one year, renewable, at its meeting in July for the following academic year.

#### Clerk

The Trust Clerk shall act as Clerk to the Committee

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#### **Frequency of Meetings**

The ECC will meet not less than once a term with an additional meeting in December to scrutinise the Self-Assessment Report.

The Committee, when meeting in person, will meet alternately at each of the two Colleges. However, virtual meetings will be used to minimise non-essential travelling as agreed.

#### **Term of Office**

Appointments of Committee members will be for four years, renewable, subject to reappointment by the Trust Board, unless members opt to terminate their membership by issuing notice of resignation to the Trust Clerk.

Parent members will be elected every two years against a role description through a process co-ordinated by the Trust Clerk and conducted in accordance with any relevant requirements in the Trust's Articles of Association.

Staff members who are not members of the senior leadership teams, will be appointed from amongst the staff, one from each College, for a term of two years. Ideally, one member who is a Teacher and one member who is a student-facing staff.

#### **Powers**

This Committee is advisory to the Board, apart from the specific powers delegated above and any additional powers as delegated by the Trust Board, from time to time.