

# EDUCATION COMMITTEE – TERMS OF REFERENCE



THE NORTON  
KNATCHBULL  
SCHOOL

## Make up of the committee

<b>Governor Membership</b>	No fewer than 3 Governors, appointed by the Full Governing Body plus the Head Teacher
<b>Additional Members</b>	Membership of the Committee may also include additional persons who are not Governors to add to the skills and expertise available. Such additional members (ie non-Governors) will not be entitled to vote
<b>Quorum</b>	Three Governors excluding the Head Teacher The quorum is the minimum number of members of the Committee necessary to conduct the business of the Committee
<b>Meetings</b>	No fewer than three times per annum
<b>Attendees</b>	The Chair shall have the power to invite other individuals to attend any meeting if deemed appropriate to the business. Lead members of the Senior Leadership Team whose area of responsibility includes matters relative to the Detailed Responsibilities of the Committee listed below, and which are relevant to items on the agenda, shall be expected to attend meetings of the Committee.
<b>Confidentiality</b>	The Committee is entitled, wherever it is satisfied that it is appropriate to do so, to go into confidential session and (subject to the rules of quoracy) to exclude any, or all, participants and observers, except the Clerk.
<b>Chair</b>	The Chair will be appointed by the Committee members annually
<b>Vice Chair</b>	The Committee may appoint a Vice/Deputy Chair if it so wishes.
	In the event of the Chair or Vice/Deputy Chair (if one exists) of the Committee being unable to attend, the remaining members shall elect one of their members as Chair for the meeting.
<b>Clerk</b>	The meetings will be clerked by the Clerk to the Board of Governors



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### Brief

The Committee will oversee pupil progress and achievement and the quality of Education to ensure the school provides a high-quality teaching and learning experience and delivers a broad and balanced curriculum in keeping with the school's aims, all pupil needs and legal requirements.

In particular the Committee will

1. Oversee the implementation of the School Vision through the 4 pillars of the KnatchBacc: Academic, Extra-Curricular, Community and Extend & Excel.
2. In line with the school Vision, consider and recommend the School Development Plan for approval to the FGB.

### Detailed delegated Responsibilities

1. To draft and oversee the annual Governor Monitoring Plan to support the School Development Plan including Academic, Extra-Curricular, Community and Extend & Excel priorities
2. To keep under review the Curriculum Maps and to make recommendations where necessary to ensure that the requirements of the National Curriculum and relevant legislation are met.
3. To ensure the educational needs of the full range of different groups represented in the Academy, including Pupil Premium students, pupils with SEND, looked after children and pupils in different ethnic, social and ability groups are met.
4. To monitor pupil achievement against the pre-determined targets and challenge any under-performance
5. To monitor the recording of all student data including achievement, behaviour and attendance and to submit reports and recommendations to the FGB as necessary.
6. To monitor the Academy's responsibilities for the provision of assessment and other curriculum-related statistics and information.
7. To ensure that the curriculum is compatible with the principles of equal opportunity.
8. To ensure the promotion of healthy lifestyles including healthy eating, consumption of water and appropriate education and information on health-related issues
9. To ensure the balanced treatment of political issues.
10. To ensure that as far as possible school is a place of positive experience and enjoyment for pupils.
11. To ensure that regard is paid to pupils' spiritual, moral, social, emotional and cultural development.



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12. To ensure that pupils develop their understanding of their rights and responsibilities and have appropriate opportunities to make a positive contribution to the local community.
13. To ensure pupils have opportunities to help them achieve future economic wellbeing, understand career options and acquire workplace skills.
14. To ensure that there are effective and enforceable policies on Religious and Sex Education (RSE), safeguarding, bullying, harmful sexual behaviour and discrimination (including racial and other protected characteristics) and that all pupils have confidence that these issues will be dealt with in an appropriate manner.
15. To monitor and review other curriculum-related policies.
16. To consider curriculum issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees or the FGB.
17. To deal with any other curriculum matters as may be referred by the FGB and/or Members.

### Meeting structure

Meetings Committee meetings will be held on an as-required basis but at least once a term.

The Clerk will make a record of all proceedings at each meeting.

Minutes will be circulated to members of the Committee within 14 days of the meeting.

The minutes of Committee meetings shall be subject to public disclosure under the Freedom of Information Act 2000. Where requests are made, the Clerk shall, with legal advice where necessary, release such information as is not subject to exemption under the terms of the Act. The committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate. Any matters which may be in conflict with the work of another committee must be referred to the FGB.

Reviewed and recommended by the Education Committee	13 <sup>th</sup> September 2022
Approved by FGB	3 <sup>rd</sup> October 2022

Andrew Judd Co-Chair of Governors

Jane Burnett Co-Chair of Governors

Signed on behalf of the Governing Body