

The Priestley Academy Trust

Terms of Reference



Education and Attainment Committee

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Purpose of the Education and Achievement Committee

The Priestley Academy Trust Board has established the Education and Achievement Committee (E&A).

The purpose of the E&A Committee is to develop approach, policies and procedures for: leadership and management, teaching and learning, curriculum development, development and review of KPIs, school improvement services, behaviour, exclusions, extra-curricular provision, admissions and parental and community engagement for The PAT.

The E&A Committee will ensure all Trustees serving on this Committee have the skills, knowledge and information to effectively implement The PAT's educational policies, plans and procedures, together with supporting, challenging and monitoring The PAT's standards and attainment and outcomes for all pupils.

Roles and responsibilities of the E&A Committee

The responsibilities delegated to the E&A by the Trust Board include:

- To ensure that the highest possible standards are set and maintained across the Academy Trust
- To receive a termly report from the Executive Team regarding standards and performance of the Academy Trust against key performance indicators
- To identify any areas of concern in respect of standards and performance and to implement a plan of action with the Executive Team
- To consider recommendations from external reviews of the Academy Trust/Schools (eg Ofsted or external moderators), agree plan of action to address recommendations, and support the Chief Executive Officer in the implementation and monitoring of action plans
- To advise the Finance and General Purpose Committee on the relative funding priorities necessary to deliver the curriculum and improve the learning environment within funding constraints
- To ensure that the requirements of pupils/students with a range of needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteachers/SENCO and an annual report from the SEND Governor
- Develop for The PAT's consideration and approval, KPIs for the Trust as a whole and for individual Academies
- Ensure that KPIs include and identify the attainment of disadvantaged, underperforming and priority groups and individuals within pupil cohorts
- To develop, review and scrutinise the PAT policies in line with its delegated powers, for recommendations to the Trust Board (eg behaviour, complaints procedure, classroom management etc)
- Develop, for approval by the Trust Board, and keep under review the Trust's admissions policy and oversubscription criteria
- To monitor and evaluate the effectiveness of leadership and management

- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To monitor The PAT publicity, public presentation and relationships with the wider community and take into account the view of parents, pupils and key stakeholders
- To ensure all statutory requirements for reporting and publishing information are met and The PAT website content is fully compliant and presented in an accessible way
- To identify and celebrate student achievements
- To oversee arrangements for education visits, including the appointment of a named co-ordinator
- To review, on a regular basis, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness

The E&A Committee, in transacting its business will review on a regular basis, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness.

Membership of the Education and Achievement Committee (E&A)

- The E&A Committee will be appointed by The Priestley Academy Trust Board and will comprise of no more than five and no fewer than three members
- The majority of members of the E&A Committee will be Trustees; at least one of whom shall have recent and relevant educational experience
- The Trust Board will appoint one of the members of the E&A Committee as its Chair

Organisation

- Chair appointed annually
- Terms of Reference, constitution and membership – reviewed annually
- Quorum: three of which the majority will be Trustees
- Decision will be by simple majority of members in attendance and the Chair will have the casting vote on an equality of votes
- Executive Officers in attendance have no voting rights
- To meet at least three times a year, and additionally as and when required as determined by the Committee

Attendance

The Committee may ask the Chief Executive Officer, and any other senior executive to attend meetings of the Committee either regularly or by invitation.

Clerk

The Clerk will minute the proceedings and resolutions of the E&A Committee and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.