



# PETERBOROUGH KEYS ACADEMIES TRUST

## EDUCATION COMMITTEE

### TERMS OF REFERENCE

2023-24 v1.1

#### 1. POWERS OF THE BOARD OF TRUSTEES

- 1.1. The Trustees shall establish the Education Committee as empowered by the Trust's Articles of Association (Article 100b).
- 1.2. The Trustees shall determine and approve the Committee's Terms of Reference and shall review the Terms at the end of each academic year to take effect from 1 September (Article 101).
- 1.3. The Trustees shall determine and approve the delegation of powers, responsibilities and duties to the Committee and shall review this Scheme of Delegation at the end of each academic year to take effect from 1 September (Article 105).

#### 2. POWERS OF THE EDUCATION COMMITTEE

The Committee shall exercise the powers, responsibilities and duties delegated by the Trust Board as set out in the Terms of Reference and Scheme of Delegation, and in particular:

- 2.1. to monitor each school's Summary Self Evaluation (SoD 2.6),
- 2.2. to monitor the PKAT Primary and Secondary Improvement Plans (SoD 2.5),
- 2.3. to monitor the implementation of Trust strategies to improve pupil attendance, behaviour and pastoral support, and monitor suspensions / exclusions and incidents of bullying (SoD 2.9-2.11),
- 2.4. to monitor the effectiveness of safeguarding arrangements across the Trust (SoD 2.12),
- 2.5. to ensure that leaders implement a well designed, broad and balanced curriculum that is ambitious and appropriate for the Trust's learners (SoD 2.7),
- 2.6. to monitor the implementation of an evidence-based Trust wide approach to teaching, learning and assessment (SoD 2.8),
- 2.7. to monitor pupil attainment and progress in line with Trust assessment points, paying particular attention to groups of children whose learning is vulnerable (including but not limited to disadvantaged and SEND learners and learners with English as an Additional Language),
- 2.8. to ensure that leaders provide high quality co-curricular opportunities, enrichment and trips (SoD 2.13),
- 2.9. to ensure that leaders implement a high-quality careers education programme and that, in secondary school, the Gatsby Benchmarks are achieved,
- 2.10. to monitor pupil destinations,
- 2.11. to receive reports on external scrutiny, such as by Ofsted or independent consultants engaged by the Trust, and endorse leaders' response.

### **3. COMPOSITION AND APPOINTMENT OF THE EDUCATION COMMITTEE**

- 3.1. The composition of the Committee shall be as follows;
  - 3.1.1. Trustees with relevant knowledge, skills and expertise in education and school leadership,
  - 3.1.2. Chief Executive Officer,
  - 3.1.3. Persons with relevant knowledge, skills and expertise in education and school leadership who will be appointed by the Trust Board,
  - 3.1.4. Further Trustees such that the Committee has a majority of Trustees.
- 3.2. The membership of the Committee shall be detailed as Annex 1.

### **4. TERM OF OFFICE AND RESPONSIBILITIES OF COMMITTEE MEMBERS**

- 4.1. Committee Members shall be appointed annually at the end of each academic year to take up the role from 1 September. Committee Members who are Trustees may be re-appointed an unlimited number of times whilst they remain a serving Trustee. Other Committee Members may serve for a maximum of eight years.
- 4.2. On appointment members are each required to familiarise themselves and to agree to comply with;
  - 4.2.1. The Trust's Articles of Association,
  - 4.2.2. The Trust's Master and Supplementary Funding Agreements,
  - 4.2.3. Trust Scheme of Delegation
  - 4.2.4. these Terms,
  - 4.2.5. current relevant legislation and guidance from the Department for Education,

### **5. MEETINGS OF THE COMMITTEE**

- 5.1. The Committee shall meet at least two times per year and in particular;
  - 5.1.1. The Committee shall meet at the appropriate times set out in the Trust's Governance Planner.
  - 5.1.2. The members will receive notice of each meeting seven (7) clear days before the date of the meeting.
  - 5.1.3. The agenda, papers and minutes of Committee meetings will be sent to the Clerk to the Trustees when they are issued to members.
  - 5.1.4. Minutes will be signed by the Committee Chair at the next meeting to verify that the minutes are a true record.
- 5.2. Quorum for a meeting of the Committee will be half the members and a majority of members present being Trustees.
- 5.3. Each question to be decided at a meeting of the Committee shall be determined by a majority of votes of members present and eligible to vote on the question. The Chair shall have the casting vote in the case of equal votes for and against the decision.
- 5.4. Meetings will usually be attended by the PKAT Director of Primary Education, Headteacher of Jack Hunt School and Director of SEND.

### **6. APPOINTMENT OF THE CHAIR**

- 6.1. The Trust Board shall appoint the Chair, noting any recommendation from the Committee.
- 6.2. The Trust Board shall have the right to remove the Chair, specifically in circumstances where they have cause for concern that the Committee is not fulfilling its responsibilities.
- 6.3. The term of office for Chair will be 1 year and they shall be appointed at the last meeting of the Trust Board each school year, for a term commencing on 1 September.

## 7. APPOINTMENT OF A CLERK

7.1. The Trust Board shall appoint a Clerk to the Committee.

### DECLARATION

*The Board of Trustees, at its meeting on 11 July 2023, resolved to adopt these Terms of Reference.*

*Claire Higgins*

Claire Higgins  
(Chair of the MAT Board)

Date of signature: 18 July 2023