

The Archbishop Lanfranc Academy – The Bec Trust

Terms of Reference for The Education Committee



1. The Archbishop Lanfranc Academy – The Bec Trust Education Committee will exercise oversight of policies, procedures and plans and monitor implementation in the following areas:

(a) **Students**

- Safeguarding, 'Prevent' and British Values
- Attainment, achievement and progress
- Standards of learning and teaching
- Recruitment
- Admissions policy and procedure
- Attendance
- Discipline
- Any other matters particularly relating to their personal development and well-being.
- Arrangements for consulting with students and listening to their views.

(b) **Parents**

- Liaison between the Academy and home including arrangements for reporting to and informing parents of their child's performance, achievements and general conduct.
- Academy-Home contracts
- Arrangements for consulting with parents and listening to their views.

(c) **Community**

- Relations with the immediate local community
- Relations with the various stakeholder groups, including religious groups, feeder and other partnership schools, public services.

(d) **Curriculum**

- Overall shape of curriculum
- Significant changes to the curriculum.

- (e) Key targets set by the Board of Governors in respect of any of the above areas and issues of quality or standards relating to any of the above areas.
- (f) Any other matters referred to it by the Board of Governors.

MEMBERSHIP

- 2. The Membership of this Committee shall be not less than three Governors. This may include the Chair and Vice Chair. Advisors may be appointed as non-voting members of this Committee. The majority of members of this Committee must be Governors. Personnel from The Academy may be in attendance as required.

VOTING RIGHTS

- 3. All Governors have equal voting rights. In the event of an equal division of votes, the Chair shall have a second or casting vote.

APPOINTMENT OF CHAIR AND VICE-CHAIR

- 4. The Chair of the Committee shall be appointed by the Board of Governors. Each school year the Committee shall elect a Vice-Chair from among their number. A Governor who is employed to work at the Academy shall not be eligible for appointment or election as Chair or Vice-Chair.

DELEGATED POWERS & FUNCTIONS

- 5. A schedule of delegated powers and functions is available separately and reviewed annually.

OVERSIGHT OF COMMITTEES

- 6. The Committee shall be responsible for the setting up of any sub-committee to hear any matters in connection with student admissions, discipline or well-being, and parental complaints.

FREQUENCY OF MEETINGS

- 7. The Committee shall meet at least twice a year, but normally three times a year. The Committee may meet more frequently as required.

QUORUM

- 8. The quorum for a meeting of the Committee shall be any three Governors, including the Chair or Vice Chair.

ACCOUNTABILITY

9. This Committee reports directly to the full Board of Governors, which receives minutes, reports and recommendations from the Committee.

SECRETARIAT

10. Agendas, papers and minutes shall normally be prepared by staff of The Academy and Clerk to the Governors in consultation with the Chair of the Committee.

REVIEW OF TERMS OF REFERENCE

11. The establishment, terms of reference and membership of this Committee shall be reviewed annually in the Autumn Term by the Board of Governors.