

TERMS OF REFERENCE

TRUST EDUCATION PERFORMANCE SUB-COMMITTEE

Membership	<p>Minimum of 3 of which over 50% must be Trustees</p> <p><i>The committee may invite others who are not Trustees or committee members to assist and/or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote</i></p>
Disqualification	Headteachers
Quorum	50% of membership rounded up however no vote on any matter can be taken unless the majority of those present are Trustees
Meetings	Termly, or more frequently as required.
Delegation	This Board has delegated powers
Board Chair	Elected annually but must be a Trustee
Clerk to the Board	
Reporting	<p>Within 21 days of each meeting the committee will:</p> <ul style="list-style-type: none"> ✚ Produce and agree minutes of its meetings ✚ Provide a summary document identifying (i) decisions made, (ii) recommendations to the Trust Board, (iii) any items for the information of the Trust Board and (iv) items for further discussions by the Trust Board <p>(together called the Committee Report)</p>
Authority	<p>The committee is authorised by the Trust Board to carry on any activity authorised by these terms of reference; and</p> <p>To seek any appropriate information that it requires from any of the Trust officers all of whom shall be directed to co-operate with the requests made.</p>

OVERARCHING PRINCIPLES

1. The Board of Trustees of The Rowan Learning Trust (the **Trust Board**) hereby resolves to establish a committee of the Trust Board to be known as the Education Performance Committee (the **Committee**) which includes audit functions.
2. Any staff members of the Committee will not participate as members when audit matters are discussed but may remain in attendance to provide information and participate in discussions.
3. The CEO and Trust School Improvement Lead will routinely attend committee meetings in the capacity set out in principle 2.

Targets

Recommending to the Trust Board for approval the educational targets of the Academies (in consultation with the Headteacher & CEO)

Review

To monitor and evaluate the overall effectiveness and efficiency of governance and leadership of each Academy ensuring that LGBs:

- ✚ evaluate performance of the Academies against KPIs set nationally and by the Trust Board.
- ✚ hold each academy's leadership to account for academic performance, quality of care and quality of provision.
- ✚ consider the aims and priorities for raising standards of achievement in each of the Academies' strategic plans.
- ✚ monitor and evaluate the impact of additional funding including, Pupil Premium funding, on children's learning outcomes and wellbeing to ensure the best possible outcomes for pupils.
- ✚ support and challenge the self-evaluation and other quality assurance processes including successes and areas for improvement with particular regard to outcomes and success criteria.
- ✚ undertake performance management of staff (except the Headteacher) in line with Trust Policy

To receive summary reports on the overall Performance Management outcomes for each academy.

To delegate the day to day management of Trust wide school improvement and pupil progress to relevant officers.

To consider requests for supplementary expenditure to support curriculum and staffing changes and make appropriate recommendations to the Trust Board.

Quality Assurance Procedures

To monitor and review procedures for ensuring the effective school improvement focussing on pupil progress

Curriculum Issues

To ensure each academy offers a curriculum which is creative, aspirational, challenging but flexible to meet the needs of its pupils.

To receive and consider reports from the Headteachers and/or trust School Improvement Leads including reviewing student attendance, exclusions, and relevant disciplinary matters relating across the Trust.

To review the adequacy of policies for ensuring compliance with relevant regulatory, legal and code of conduct requirements. Trustees reserve the right, where appropriate, to review and act upon any concerns in relation to other matters, including but not restricted to:

- ✚ Publication of statutory requirements
- ✚ SEND & Inclusion
- ✚ SMSC (Spiritual, Moral, Social & Cultural Development) & British Values
- ✚ CIEAG
- ✚ Pupil Behaviour
- ✚ Safeguarding

Stakeholder Engagement

To promote partnership working between parents / carers as well as other external agencies and the Trust to promote high standards of attendance, behaviour and learning by students.

To receive reports on the views of students, parents / carers and other stakeholders as part of a programme of regular self-evaluation by the Academies to assess its performance and that of the Trust against stated aims and objectives.

To ensure that such feedback is used to support the development of best practice and to promote the quality of the overall student experience.





Staffing Structure & Policy Framework

To maintain changes in central Trust staffing to meet the strategic aims of the Trust.

To ensure school staffing structures meet the needs of the school.

To ensure the staff wellbeing is promoted and recommendations regarding workload are considered when decisions are being made, giving particular regard to teacher workload.

To review the Trust's HR and employment related policies and procedures on a rolling programme, including but not limited to:

-  Pay Policy
-  Disciplinary Policy
-  Grievance Policy
-  Complaints Policy

Performance Management





To review the Trust's Performance Management Policy and approve any amendments to it following advice from the Trust's HR representative and in line with statutory changes.

To monitor the implementation of the Trust's Performance management policy

To ensure that the CEO's and each headteacher's performance over the previous year is reviewed and performance objectives for the forthcoming year are set through the Pay Committee

Pay

To constitute a Pay Committee to annually review and approve:

-  Support staff salaries
-  Performance related pay awards for centrally employed Trust teaching staff
-  Performance related pay awards for headteachers
-  Performance related pay awards for the CEO

General

To review or investigate any other matters referred to the Committee by the Trust Board.

To draw any significant recommendations and matters of concern to the attention of the Trust Board

Termly Meeting Schedule

Autumn Term standard agenda items

Receive and discuss pupil outcomes report (SATs and GCSE)

Discuss the individual academes SEF and development plan

Undertake the performance management reviews set out in the Pay Policy

Spring Term standard agenda items

Updates on pupil progress

Summer term standard agenda items

Review committee ToR

Consider the strategic plans for the Trust

Review individual academy development plans against success criteria

Approve overall MAT yearly development plan