



## **1 Introduction**

- 1.1 The Education Committee (the Committee) is a sub-Committee of the Board of The Kemnal Academies Trust (the Board).
- 1.2 The Board has established the Committee to support it in the discharge of its responsibilities to provide a high standard of education and duty of care to every student in its academies within available resources.

## **2 Role and Responsibilities of the Committee**

### **2.1 The Role of the Committee is to**

- 2.1.1 Monitor the RAG ratings of academies in relation to academic performance and safeguarding.
- 2.1.2 For each academy, to consider reports on progress made following the termly Schools Update Meetings.
- 2.1.3 For each academy, to receive and consider external reports on the progress and performance of the academy including reports from DfE, HMI, Ofsted, internal audit and EFA.
- 2.1.4 Review and monitor overall academic attainment through review of forecast and actual results at key stages 2, 4 and 5.
- 2.1.5 Identify those red rated academies where improvement is unacceptably slow and decide what further action might be required to address this.
- 2.1.6 In circumstances where the Committee believes that TKAT, as sponsor, cannot provide the required standard of education for the students in the academy, to make a recommendation to the TKAT Board that an alternative sponsor should be identified.

### **2.2 Responsibilities of the Committee are to**

- 2.2.1 evaluate the reports presented to it and decide whether the rate of improvement at each academy is acceptable.
- 2.2.2 where the rate of improvement is acceptable, to advise the academy.
- 2.2.3 where the rate of improvement is unacceptable, to provide a report to the TKAT Board at their next meeting with an assessment of TKAT's ability to support the academy in the short and longer terms with recommendations for further action.
- 2.2.4 where the Committee identifies a general lack of capability in a particular area of the educational provision, to report this to the CEO and to the TKAT Board.

### **3 Membership**

- 3.1 The members of the Committee shall be appointed by the Board. The Committee shall comprise at least three Trustees having appropriate experience to discharge their roles and responsibilities. A quorum shall be two Non-Executive Trustees.
- 3.2 The Chair of the Committee, shall be nominated by the Chair of Board and approved by a formal Board resolution.
- 3.3 The duties and responsibilities of members of the Committee are in addition to those required of Trustees.
- 3.4 A member of the Committee shall normally serve for three years. The appointment of a Committee member who ceases to be a Trustee shall be terminated.

### **4 Attendance at Meetings**

- 4.1 The Chief Executive Officer, Deputy Chief Executive Officer, Senior Directors of Education and Director of Finance and Operations shall normally attend meetings.
- 4.2 The Committee may instruct any officer or employee of the Trust to attend to assist it with its discussions or provide expert advice on any particular matter. There is an open invitation to representatives of the DfE to attend meetings.
- 4.4 If necessary, the Committee may invite external advisers to attend meetings to provide expert advice on relevant agenda items.
- 4.5 The Committee may procure specialist advice ad-hoc at the expense of the Trust subject to budgets agreed by the Board.
- 4.6 The Committee may ask any or all of those who normally attend but who are not members of the Committee to withdraw to facilitate open and frank discussion of particular matters.

### **5 Frequency of Meetings**

- 5.1 Meetings shall be held at regular intervals at least four times a year and scheduled to allow adequate time for Committee business. The Committee may also meet more frequently as circumstances require.
- 5.2 The Chair of the Committee shall convene a meeting upon request by any Committee member who considers it necessary.
- 5.3 The Board may ask the Committee to convene further meetings to discuss particular issues on which they want the advice of the Committee.

### **6 Notice and Information Requirements**

- 6.1 The CEO will appoint a Secretary to serve the committee. Meetings of the Committee shall be called by the Secretary as scheduled or at the request of the Chair of the Committee. Unless otherwise agreed, notice of each meeting confirming the venue, time and date

together with an agenda of items to be discussed shall be sent to each member of the Committee, any other person invited to attend and all other Board members no fewer than 5 working days prior to the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees as appropriate at the same time.

6.2 For each meeting the Committee will be provided with the reports relevant for an informed evaluation of the progress at each red rated academy, and a report summarising any significant changes to the TKAT Risk Register.

6.3 Minutes of Committee meetings shall be kept for a period of at least 7 years.

## **7 Reporting Procedures**

7.1 The Secretary shall minute the proceedings and resolutions of all meetings of the Committee. At the start of each meeting, the Secretary shall identify the existence of any conflicts of interest and minute them accordingly.

7.2 The Chair of the Committee shall report formally to the Board on proceedings after each meeting of the Committee on all matters within its roles and responsibilities and the minutes of the meetings shall be made available to the Board.

7.3 The Committee shall make such recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

7.4 The Committee shall review its own performance, constitution and terms of reference at least once a year to ensure it is operating effectively and recommend any changes it considers necessary to the Board for approval.

Last reviewed June 2020