



“All equal, all different, all achieving together”

**Learn@ MAT
Terms of Reference**

**Quality and Standards
Committee**

Constitution

The Board of Trustees (“the Board”) has resolved to establish an Quality and Standards Committee in accordance with the provisions of Article 100 of the Articles of Association to advise the Board on matters relating to the Academy Trust’s arrangements and systems. This Committee shall operate in accordance with any requirements of the Education & Skills Funding Agency and any other national bodies. It is responsible to the Board.

Authority

The Committee is authorised by the Board to:

- investigate any activity within its terms of reference.
- seek any information it requires from the internal audit service, the financial statements auditor, Trustees , Committees and College employees, plus relevant information from subcontractors and other third parties.
- obtain external professional advice.

Membership and quorum

- The Board may co-opt persons to the Committee who are not Trustees .
- The Committee shall consist of a minimum of 3 and a maximum of 6 members (of whom at least two shall be Trustees and at least one of whom shall have the relevant skills and expertise).
- The Chair of the Board, the Headteacher, Staff Academy Councillor shall not be eligible for membership.
- The Committee may include employees of the Academy (other than senior postholders and those with executive responsibilities in the Academy at senior level).
- 50% of members, rounded up represent a quorum, provided that there are a majority of Board members present.

Chair and Vice Chair:

- The Chair and Vice Chair of this committee will be identified and elected by the Learn@ Trust Board.
- The Chair and Vice Chair of this committee will serve a two-year term.
- After a two-year term the Chair and Vice Chair will be subject to a review by the full Trust Board.
- Should the Chair or Vice Chair resign from their position the Trust Board will identify and elect their replacement.

Meetings

- The Committee shall meet as necessary but normally at least once per term.
- The Chair or any two members may call a meeting.
- The meetings shall be timely with the work of the Academy’s internal audit service and the financial statements auditor.
- Non-members may be invited to attend meetings.
- Other Board members shall not have the right to attend meetings.
- The Clerk to the Committee will keep appropriate records of the proceedings.
- The minutes of Committee meetings shall be circulated to all Board members.

Quorum

- Three trustees and the Learn@ MAT CEO (or nominated representative) will represent a quorum.
- The committee will invite other trustees and people with specific expertise relevant to its work to attend as appropriate.
- The committee will not meet without the Learn@ MAT CEO (or nominated representative) being present.
- Lead Trustees reporting to the Quality and Standards Committee
- Individual committee members will take a lead role in different aspects of the work of the Quality and Standards Committee to support it in processing and delivering on its role as detailed in this document.
- The committee will determine the lead trustees it requires and they will be identified and elected by the committee and appointments communicated to the full Trust Board.
- Each lead trustee will be responsible for summarising any information they collect in a report (verbal or written) to the committee.

Duties

- CEO report to Q&S Committee to include but not restricted to:
 - data for applications, admissions, attendance, exclusion and return to mainstream schooling
 - pupil learning and progress highlighting specific learning and other needs and particularly highlighting those with Special Educational Needs and Disability, Pupil Premium, Disadvantaged (Free School Meals), Looked-after and previously Looked-after Children
 - safeguarding matters including use of restrictive physical interventions
 - racist, bullying and homophobic incidents
 - staff deployment, absence, recruitment, retention, morale and performance
 - staff resignations and exit interviews
 - complaints
 - student voice issues
 - partnership matters
 - data protection issues
 - Analysis and discussion at appropriate time in the academic year about:
 - Annual Learn@ MAT Action Plan
 - Academy Development Plans
 - Academy Self Evaluation Forms (SEF),
 - School Improvement Plans (SIP)
 - SEND information report for assess, plan, do and review cycle
 - Annual Safeguarding Audit
 - Pupil Attainment including end of year exam results, both internal and external; work experience placements, leaver destinations, including apprenticeships
 - Appraisals of Headteacher, Senior Learning team and learning support staff (internal and external) and matters arising
 - Staff, student voice and/or parent/carer surveys.
 - Monitoring quality of teaching and other adult support for learning

- Lead trustees to develop relationship with SENCo's, Safeguarding and Looked After children leads etc. and report back to committee.
 - Visits to Academies and report back to committee
 - Attendance at Academy Councils' Quality and Standards Committee Meetings and report back to committee
 - Attendance at events for parents and wider community and report back to committee
 - Oversight and scrutiny of Alternative Learning Provisions and residential provision at Notton and KnowleDGE
 - Visits to ALP's and residential provisions and report back to committee
 - Liaison with key staff and report back to committee
 - Reports from lead trustees attached to the committee (as above)
 - Invited attendees to share their expert knowledge including but not limited to Head teachers, Special Educational Needs Coordinators, Educational Psychologists, Speech and Language Therapy (Child Speech), and School Improvement Partners.
- To monitor pupil attendance and work with Learn@ MAT head teachers to ensure that attendance at its academies rises above the national average over time and that there are clear improvements in attendance at its Alternative Provisions (AP) from previous schools. Also to monitor that exclusions reduce year on year.
 - To hold to account the head teachers for consistent base-lining of new learners, promoting and maintaining high standards of educational achievements of its young people and their positive post-school transition.
 - To hold to account the head teachers for the performance of their staff and to ensure 100% of teaching and learning is assessed as being at least "Good" in line with Learn@ MAT's Key Performance Indicators and that they aim for continual improvement over time.
 - To monitor and review the quality of teaching and classroom support to ensure all young people are making at least expected progress in core subjects (Maths and English in AP) and that an increasing number of young people make above expected progress in core subjects during their time with the MAT (Maths and English in AP).
 - To monitor and review the understanding of all staff in relation to Safeguarding, Special Educational Needs and Disability (SEND) and how they relate to the Social, Emotional and Mental Health (SEMH) needs and Speech, Language and Communication needs of the young people.
 - Monitor the SEND training of all Learn@ MAT staff, Academy Councillors Trustees and Members.
 - Promote, support and monitor staff mental health and wellbeing.
 - Promote, support and monitor pupil mental health and wellbeing to ensure improved academic success, enhanced employment opportunities and positive life choices.
 - Monitor and review the provision of a comprehensive induction and mentoring programme for all new staff.
 - Monitor and review staff retention issues and review the exit interviews of teaching staff.
 - Monitor the induction and training of all new Academy Councillors.
 - Monitor and review the continued professional development of support teachers (including newly qualified teachers), teaching staff, administrative staff and others employed by the school. And to monitor that all head teachers receive approved leadership coaching.

- Report to Audit Finance and Resources Committee on quality of leadership, teaching and teaching assistant support, pupil progress and attainment, to inform pay awards.
- Monitor and review the provision of each Academy for the assessment and tracking of pupil progress.
- Monitor and review pupil progress and attainment:
 - On a termly and annual basis according to phase / class
 - Of specific groups, particularly SEND, Pupil Premium, English as an Additional Language (EAL), Looked After Children (LAC).
 - By ethnicity and gender
 - By comparing the performance of each Academy to national benchmarks and similar schools.
 - By identifying internal trends over time.
- Review and monitor aspects of the curriculum of each Academy in order to:
 - Ensure that the curriculum addresses the National Curriculum Requirements, other guidance and government policies.
 - Ensure procedures are in place to track pupil progress and development throughout the curriculum.
- Monitor and review the contribution and impact of partnership and collaborative work on the development of each of the Learn@ Academies.
- Confirm all Committee decisions that have a budgetary implication with the Audit Finance and Resources Committee before they are implemented. Items of this nature can be agreed by the committee and marked as “Agreed pending approval by the Audit Finance and Resources Committee”.
- Review and monitor key statutory requirements and Academy policies as identified in the “Learn@ MAT Academy Policy Review Cycle Document”.
- Report relevant information to the full Trust Board on a termly basis.
- Monitor and review any other items as directed by the full Trust Board, for example in relation to Academy Improvement Plans.
- To promote and monitor the sharing of best practice across the Learn@ MAT to underpin the programme of academy-to-academy support that is focused on the needs of the individual academies.
- To visit outstanding special school Multi Academy Trusts in England to inform the governance and development of Learn@ MAT.
- To support the CEO in developing Local Authority Partnerships to reduce the reliance of Learn@ MAT on commissioned places.
- Review this constitution on an annual basis and gain approval for any proposed changes from the full Trust Board.

Review Cycle	Annually	Review Body	Quality and Standards Committee
Review Date	July 2021	Status	Statutory
Authorised by	Board of Trustees	Review Date	July 2022