

Create Learning Trust
Quality of Education and Inclusion Committee



Terms of Reference

The Quality of Education and Inclusion Committee brings together representatives from each of the schools within the Trust with Trustees. The purpose is to provide a holistic Trust-wide review of the quality of education and its support to vulnerable pupils to support the Board of Directors in their work.

Membership and quorum

The Quality of Education and Inclusion Committee is a non-decision making body; It is purely advisory in its capacity. It will consist of a

- A representative from each of the schools within the Trust (currently 3)
- 3 x Trustees of the Trust, one of which will also chair this board
- The CEO and HT's

As this is not a decision making body, a quorum will not apply. However, this is one of the opportunities for all schools to come together to understand the educational performance of the trust and its academies, and to support improvement, development and sharing of information across the trust.

Term of office

The committee will be appointed annually by the board of directors. This will include the details of the representatives of the Academies that will hold office for the academic year.

Meetings

- The QofE Committee will meet termly;
- The Chair of the QofE Committee will be a Trustee;
- The frequency and dates for QofE Committee meetings will be set in advance, as part of an annual planner;
- The clerk to the board will circulate an agenda, copies of minutes of the previous committee meeting, and any papers to be considered, no fewer than seven working days prior to the meeting;
- The clerk will take minutes of the meeting. This will be approved, by the chair of the board, as accurate representations of the meeting before they are circulated to board members for final approval at the next board meeting;
- The board may invite non-members to meetings to assist or advise on a particular matter or issue.
- Each Governor must achieve at least 75% attendance, and a register of attendance shall be kept for each meeting and will be published on the trust's website on an annual basis.

The OofE&I Committee will meet termly per term. The items of business that may be discussed during each meeting are outlined below.

- Use information from each school to build and support a trust wide view of:
 - School improvement plans and progress against these;
 - Self Evaluation;

- Identify areas of need for each of the school, and use this to inform training /support;
 - The impact and spend of Pupil Premium on vulnerable pupils;
 - Safeguarding within the Trust
 - Support for SEND within the Trust
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- Report the Committees findings to the Board of Directors, including:
 - A summary of performance for schools within the Trust;
 - Identification of successes that need to be celebrated and shared;
 - Identification of areas of need to be supported by the Trust.

