Terms of Reference

Quality of Education Committee

Document	Terms of Reference
Version	2
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Approving Body	Quality of Education Committee

Heritage Multi-Academy Trust (MAT) Quality of Education Committee – Terms of Reference

1. Purpose

The Quality of Education Committee is a formally constituted subcommittee of the MAT Trust Board, responsible for overseeing educational quality, curriculum effectiveness, and pupil outcomes across all schools within the trust.

This committee operates within the governance framework set by the **Academy Trust Handbook**, **Department for Education (DfE) guidelines**, and the MAT's **Scheme of Delegation** to ensure compliance with statutory education requirements, safeguarding protocols, and strategic accountability.

2. Governance & Compliance Framework

a. Regulatory Alignment

1. Ensure the MAT adheres to the **Academies Financial Handbook** regarding educational accountability.
2. Oversee compliance with **Ofsted's Education Inspection Framework (EIF)**, ensuring all schools meet regulatory standards.
3. Monitor adherence to **SEND Code of Practice** to guarantee inclusive education provision.
4. Ensure robust safeguarding measures align with **Keeping Children Safe in Education (KCSIE)**.
5. Maintain oversight of legal obligations under the **Equality Act 2010** regarding curriculum inclusivity and accessibility.

b. Reporting & Accountability

1. Provide termly reports to the Trust Board summarising educational performance, intervention impact, and risk areas.
2. Ensure schools maintain accurate records on pupil progress, attendance, exclusions, and safeguarding concerns.
3. Review external audit reports related to school effectiveness, educational finance, and compliance matters.

c. Decision-Making Authority

1. The committee operates within the delegated powers set by the Trust Board and must escalate major decisions where required.

2. Approves and advises on school improvement strategies but cannot independently alter trust-wide policies without board approval.

3. Responsibilities

a. Curriculum & Teaching Standards

1. Evaluate curriculum breadth, progression, and statutory compliance across trust schools.
2. Support implementation of national curriculum requirements, ensuring alignment across key stages.
3. Oversee teacher development and CPD programs, ensuring quality instructional standards.
4. Monitor pupil engagement, academic challenge, and enrichment opportunities.

b. Pupil Outcomes & Progress

1. Scrutinise key performance indicators, including GCSE, SATs, and EYFS assessments.
2. Ensure school leadership teams apply effective intervention strategies to raise achievement.
3. Monitor attainment gaps for SEND, disadvantaged, and EAL pupils, ensuring equity in educational outcomes.

c. Safeguarding & Inclusion Compliance

1. Oversee the effectiveness of the trust-wide safeguarding policy in all schools.
2. Ensure robust pastoral support, mental health provision, and wellbeing strategies.
3. Maintain compliance with Prevent Duty and other safeguarding training requirements.

4. Membership & Meetings

a. Composition:

1. **Chair:** A trustee with expertise in education governance.
2. **Committee Members:** Selected trustees with backgrounds in school improvement, SEND, safeguarding, and leadership.
3. **Executive Lead:** Trust CEO.
4. **School Representatives:** Headteachers or senior leaders from each academy (as appropriate).
5. **Governance & Compliance Officer:** Advises on legal and regulatory matters.

b. Meeting Frequency:

1. Committee to meet four times per year, with additional meetings scheduled as needed.
2. Quorum requirement: three trustees.

3. Minutes recorded and formally submitted to the Trust Board.

5. Review & Amendments

1. These Terms of Reference shall be reviewed annually to ensure alignment with evolving governance regulations and MAT priorities.
2. The Trust Board retains the authority to amend committee responsibilities as needed.

16/06/25