



The Collegiate Trust
Exceptional Education for All

Learning and Quality Committee - Terms of Reference

1.9.2024

1. Introduction

- 1.1 The Collegiate Trust (the “Trust”) is a partnership of schools in Crawley and Croydon whose purpose is to build *collaboration to deliver exceptional education*, and whose vision is *exceptional education for all*. This is reflected in the Trust’s values; **ambition & collaboration**, as well as in the Trust’s desired outcomes: **achievement** and **enjoyment**.
- 1.2 Our aim is to ensure that, as a result of attending a school in the Trust, every young person will be confident, capable, skilled individual who will be prepared for the next stage of their education and be ready to make a positive contribution to society. Through delivering the very best outcomes for all its young people, each school will aim to support each individual pupil and will contribute to delivering world class education within the Trust
- 1.3 The Trust fulfils its obligations through three levels of governance:
- The Members of the Trust appoint auditors, approve annual accounts and financial statements and monitor the performance of the Board of Directors in delivering exceptional education for all through the Annual Strategic Plan
 - The Board of Directors sets the strategic priorities for the Trust and holds to account the key executives of the Trust for the performance of schools within the Trust
 - The Local Governing Bodies lead and monitor the educational and financial performance of individual schools.
- 1.4 Because of these established levels of governance and with the recent growth, the Trust has established a Learning and Quality Committee. This committee will advise the Trust Board on matters relating to the Curriculum, Learning, Quality and Standards of the schools within the Trust.

2. Purpose

- 2.1 To oversee all aspects of the Learning, Quality and Standards of the Trust.
- 2.2 To contribute to those aspects of the Trust’s Strategic Plan that affect the education and standards of students to ensure positive outcomes.
- 2.3 To review, on behalf of the Board of Directors, those statutory policies and procedures which fall within the remit of the Committee and to recommend their approval to the Board, namely:
- Attendance Policy
 - Governor Visit Guidance
 - Grievance Complaints Policy and Procedures for Staff
 - Performance Development
 - Safeguarding Policy
 - Staff Absence
 - Staff Disciplinary
 - Suspension & Exclusion Policy
 - Trust Improvement Strategy

3. Membership of the Learning and Quality Committee

- 3.1 The composition of the Learning and Quality Committee shall be as follows:
- 3 Directors
 - 2 Co-opted Governors

Senior Executives who will attend this meeting as necessary but do not count towards quorum include Director of Education and the Director of Performance & Quality

- 3.2 Trust, Parent and LA Governors from the schools’ Local Governing Bodies will be invited to apply to be a member on the Learning and Quality Committee when a vacancy arises. If more applications are received than spaces. The Chair of the Committee will review the skills and elect a member.
- 3.3 The Director of Education will be in attendance as the Education Professional for The Collegiate Trust.
- 3.4 There will be an open invitation for Principals to attend any Learning and Quality Committee meeting.
- 3.5 The Chair of the Learning and Quality Committee will be the Director with oversight for Education.
- 3.6 Terms of office for committee members will run in conjunction with the terms of office in their specific role as Director or Governor in an LGB.

4. Proceedings of Committee Meetings

- 4.1 The committee shall meet at least 3 times a year, but more frequent meetings can be arranged if necessary
- 4.2 The committee will determine at the beginning of the academic year whether meetings will be face to face or virtual
- 4.3 Quorum for any decisions to be made is 2 Directors and 1 Co-opted Governor.
- 4.4 Any matter to be decided by the committee must be determined by a majority. Each member is entitled to one vote. If there is an equal division of votes, then the Chair has the casting vote.
- 4.5 The agenda and papers will be placed on SharePoint five working days in advance of a meeting. If this is not possible the Governance & Compliance Manager will notify committee members five days prior to the meeting.

5. Learning

- 5.1 To review the overall performance of each of the schools.
- 5.2 To monitor the Trust's quality improvement and intervention strategies and plans.
- 5.3 To identify and manage risks associated with the under-performance of a school.
- 5.4 To review Pupil Premium spend and impact
- 5.5 To review how Catch-up funding is spent and the impact.

6. Quality of Education

- 6.1 Monitor and review school-based, local and national performance information and data relating to each school.
- 6.2 To ensure a broad and balanced curriculum is in place at all of the schools within the Trust and is relevant and appropriate for all students.
- 6.3 To monitor the progress and achievement of disadvantaged groups.
- 6.4 Monitor and review quality of teaching, learning and leadership in each school.

7. Governance & Leadership

- 7.1 To review and monitor School Improvement work and Leadership across the Trust.
- 7.2 To ensure reports to the Trust Board are received termly.
- 7.3 Review, monitor and challenge School Development Plans.
- 7.4 To review Safeguarding Audits and ensure actions are followed up.
- 7.5 To analyse and look at trends in terms of attendance across Trust schools.