

Education Committee Terms of Reference

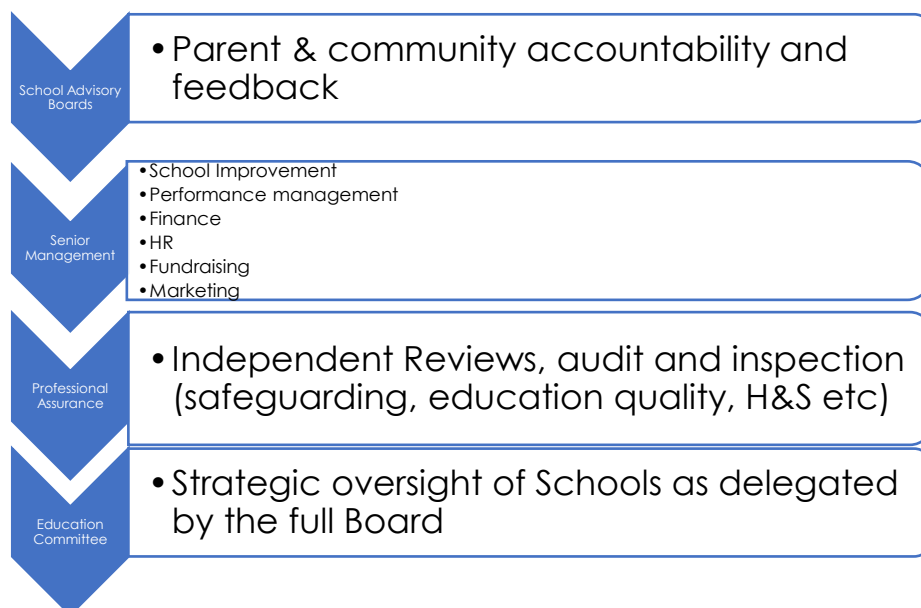
1. Introduction

The Speech and Language UK Services Ltd. Board ("Board") hereby resolves to establish an Education Committee for Speech and Language UK. The Education Committee is a subcommittee of the Board, and it provides strategic leadership and governance to Speech and Language UK schools and assessment centres. It will work in conjunction with the School's Advisory Boards (SABs) and in line with the Scheme of Delegation.

2. Authority

- 2.1. The Education Committee exists within the overall governance framework of Speech and Language UK Services Ltd.
- 2.2. The Education Committee has the authority of the Board as outlined in the Scheme of Delegation, which includes:
 - 2.2.1. To support the appointment of the Director of Education
 - 2.2.2. To hold an exit interview with the Director of Education on his/her resignation.
 - 2.2.3. The Committee has the right of direct access to any external reports.
 - 2.2.4. Approve the Performance Management objectives of the School Principals.
 - 2.2.5. Approve the appointment of the School Advisory Board Chair
 - 2.2.6. Approve central policies as agreed.

3. Schools' Governance Framework



4. Constitution

- 4.1. The Education Committee is a permanent committee of the Board. It will consist of at least two members.
- 4.2. The quorum will be two members.
- 4.3. The Committee will meet as regularly as the Chair judges appropriate and normally at least three times a year. The Committee may request the presence of any other official of the organisation to assist it with its discussions on any particular matter.
- 4.4. The Committee may invite other people to attend meetings, including representatives of the external auditors.
- 4.5. All members of the Education Committee shall be appointed by the Board.
- 4.6. Education Committee members will include at least two members of the Speech and Language UK services Limited board, in addition, the Director of Education, the Director of Policy and Evidence, School Principals and the Chairs of the SABs (once appointed) will be included as voting members, but will not be members of Speech and Language UK Services Ltd Board.
- 4.7. Members shall be selected such that the Committee as a body has a broad range of skills and experience appropriate to its responsibilities, covering all aspects of governance, risk management and internal control. In addition to each member bringing an understanding of education and Speech and Language UK Services Limited's objectives, policies and strategy.
- 4.8. Where possible, and without compromise to the balance of skills, the composition of the Committee should be such so as to achieve a reasonable balance in terms of gender, age and ethnicity.

5. Roles and responsibilities

- 5.1. Education Strategy
 - 5.1.1. Following discussions at SAB Meetings, review and approve the vision and strategic plan for both schools.
 - 5.1.2. Consider and identify the resource implications of strategic plans, making recommendations as necessary to the Finance and Audit Committee.
 - 5.1.3. Provide governance for any major projects undertaken by the schools as delegated by the Board.
- 5.2. Monitoring School Effectiveness
 - 5.2.1. To review and report to the Board on the performance of the schools in light of their strategic plans, as well as safeguarding arrangements in the schools.
 - 5.2.2. To review and approve, as appropriate, in greater depth, the following aspects of the schools' work during the academic year:
 - 5.2.2.1. Term 1- School improvement plans, school self-evaluations, effectiveness of the SAB
 - 5.2.2.2. Term 2- Safeguarding, quality of education, behaviour and staff well-being in the schools.
 - 5.2.2.3. Term 3- Value for money, pupil outcomes and residential provision
- 5.3. Safeguarding
 - 5.3.1. To approve the Schools' Safeguarding Policy.
 - 5.3.2. To ensure that clear delegated authority and effective oversight is in place with regard to safeguarding policy and practice in the schools.

- 5.3.3. Review and assure that appropriate and effective safeguarding training is provided for all employees in the schools, volunteers in the schools and SAB Members of the schools.

6. Reporting

- 6.1. The Director of Education will provide a written report and an updated Heat Map for one Education Committee meeting per term based on the aspects noted in section 5.
- 6.2. Principals will provide a copy of the latest Principal's Report
- 6.3. SAB chairs will provide a verbal report at each meeting.
- 6.4. The Director of Education and School Principals will provide a verbal update on the Residential Provision. A written report from the Director of Education will be provided in the Summer Term.
- 6.5. The Chair of the Education Committee [or in his/her absence, another member of the Committee] shall report to the Board of Trustees at full Council meetings.
- 6.6. Minutes of the Education Committee meetings, once agreed with the members of the Committee, are to be included in the Board papers.
- 6.7. The Education Committee will provide a formal response to any communication from the SAB.

7. Ofsted

- 7.1. A representative of the Education Committee may be asked to attend a meeting with Ofsted during an inspection as a representative of the Board.