

TERMS OF REFERENCE
of the
EDUCATIONAL EXCELLENCE COMMITTEE of the Strategic Board of
PACE ACADEMY TRUST

The purpose of the Committee is to:

1. Provide an opportunity for school leaders to tell the 'educational story' of their school, celebrating successes and highlights, and sharing their strengths, challenges and areas for development.
Presentation to include:
 - a. Progress on 'Achieving the Vision';
 - b. Curriculum developments;
 - c. An overview of the annual School Improvement Plan and current progress against targets;
 - d. A response to any issues raised within the most recent KPIs
2. Help build relationships, understanding and mutual support between the Strategic Board and individual schools;
3. Agree with the Chief Executive, Executive Headteacher any additional measures needed to secure improvement.

Membership

1. The terms of reference for the Educational Excellence Committee will be reviewed annually by the Directors at the first meeting of the Strategic Board each academic year.
2. All members of the Strategic Board may be members of the Committee; however, each individual meeting will be limited to three members in addition to the Chief Executive, Executive Headteacher, Chair of the Strategic Board, Chair of the Educational Excellence Committee and the Chair and Vice Chair of the school's governing board (9 in total).
3. The Executive Headteacher shall be members of the Committee ex officio.
4. The Chair of the Committee will be elected by the Directors at the first meeting of the Strategic Board each academic year. In the absence of the Chair from a meeting, the members will elect an acting Chair. The acting Chair must be a Director who is not employed by the Trust.

Quorum

In order for business to proceed, the Chief Executive or Executive Headteacher and three other Strategic Board members must be present.

Meetings

5. The Committee shall meet as necessary, usually each half term, but not less than once a term.

6. Directors (excluding Chief Executive and Executive Headteacher) will be expected to visit the presenting school for a tour in the week prior to the meeting (this may be on the day of the committee meeting). Visits are extended to all directors and not just those attending the meeting.
7. The committee will meet in-person in the presenting school with a Microsoft Teams links issued for exceptional circumstances.
8. The presentation to include an analysis of KPIs, where relevant. Documents for discussion, where possible, will be circulated to members of the Committee prior to each meeting
9. The Governance Professional to the Strategic Board will be the clerk to the Committee. If the Governance Professional is not present a Director not employed by the Trust will take the minutes.
10. At the end of the presentation, directors, the chair and the vice chair will meet briefly to summarise the key points for inclusion in the written feedback to the school. School Leaders will not take part in this discussion.
11. Each meeting of the Committee will be minuted. The minutes will record any decisions taken by or recommendations to the Board by the Committee and will be circulated to all members of the Strategic Board and to the Chair of Governors and Head of School/Headteacher.
12. The chair of the committee will prepare a short report summarising the meeting, including any action points. The report to be circulated within two weeks from receipt of the minutes to the relevant Head and Chair of the Local Governing Board.
13. Individual schools will present to the committee no earlier than four terms after their previous presentation.

Responsibilities

The Strategic Board delegates the following responsibilities to the Educational Excellence Committee:

1. Dates of the Educational Excellence Committees to be agreed and published at the beginning of each academic year.
2. The Chief Executive to produce written guidance for schools at the beginning of the annual cycle.
3. The chair of the committee will report back to the Strategic Board at the next available meeting, ensuring the minutes of the meeting are discussed and agreed.
4. The Committee, through the Chief Executive and Executive Headteacher, will update the Strategic Board through the year on school performance against the KPIs.

Member's Interest

Any member of the Committee who has a direct or indirect pecuniary interest in any matter which is the subject of consideration by the Committee shall disclose the fact at the meeting and:

1. Take no part in the consideration or discussion of the matter.
2. Withdraw from the meeting during any such consideration or discussion.
3. Not vote on any decision relating to the matter.

Review

These Terms of Reference will be reviewed annually at the first meeting of the Strategic Board each academic year and are subject to the approval of the Committee's minutes each term by the Strategic Board.

Terms of Reference of the Board Educational Excellence Committee PACE Academy Trust
Version 4 agreed by the Trust's Board of Directors: September 2022