

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

Purpose of the Committee

1. To have oversight of educational standards across PACE in line with our strategic goals and the specific priorities for 2023-24. In particular, the Educational Excellence Committee will focus on the following:
 - Educational experiences for all children across PACE
 - Standards and achievement
 - The quality and depth of the wider curriculum
 - Our commitment to tackling barriers to learning

2. To provide a platform for school leaders to share the school's strengths, challenges and areas for development. These may include:
 - Progress on 'Achieving the Vision'
 - Curriculum development, including new schemes of work/programmes
 - Progress since the last Ofsted
 - Managing change
 - The School Improvement Plan and progress against targets;
 - A response to any issues raised within the most recent KPIs

Membership

All members of the Strategic Board may be members of the Committee

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 and three other Strategic Board members must be present.

Meetings

- The Committee shall meet five times across the academic year.
- The meeting will take place at the school presenting Part 1 of the meeting.
- The meeting will be split into two parts:
 - Part 1 – Presentation/discussion with the Headteacher (and one other school leader) on an agreed area of focus
 - Part 2 - Focused discussion on an area of educational priority for the trust (for example: attendance, phonics, disadvantaged learners, curriculum).
- The Chair of Governors and Vice Chair of the presenting school may attend the whole meeting as observers (unless the focus of Part 2 is confidential).

- Directors (excluding Chief Executive) are encouraged 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).
- The committee will meet in-person in the presenting school. A Microsoft Teams link will only be issued for exceptional circumstances.
- Documents for discussion, where possible, will be circulated to members of the Committee prior to the meeting.
- Each meeting of the Committee will be minuted. The minutes will record any decisions taken by or recommendations to the Board by the Committee. Minutes from Part 1 of the meeting will be circulated to all members of the Strategic Board and to the Chair of Governors and Head of School/Headteacher. Minutes from Part 2 of the meeting will be circulated to Directors only.
- 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.
- Individual schools will present to the committee no more than once per academic year.

Areas of Focus

Stanford	Ofsted action plan – progress (PACE focus – Phonics)
Chipstead	Deep dive into an area of priority (PACE focus – attendance/disadvantaged learners)
New Valley	Ofsted action plan – progress (PACE focus –wider curriculum)
Keston	Ofsted action plan – progress (PACE focus – SEND)
Beecholme	To be decided (PACE focus – TBC)

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 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.
3. 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.

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.

