

## **Talent Education Trust (the Trust)**

### **Terms of reference for: Educational Standards and Performance Committee in relation to Anglo-Portuguese School of London Limited or "APSoL"**

The board of trustees (**Trust Board**) has established a committee of the Trust Board to be known as the Educational, Standards and Performance Committee (**Committee**). These are its terms of reference.

#### **Membership**

The Committee will be appointed by the Trust Board and will comprise no more than [five] and no fewer than [three] members, a majority of whom will be Trustees.

The Trust Board will appoint one of the members of the Committee as its chair (**Chair**).

The Committee will elect a Clerk to the Committee.

#### **Attendance**

The Committee may ask the Principal and any other member of the Leadership Team to attend meetings of the Committee either regularly or by invitation, in order to provide information. Other members of staff may be invited to attend, with the agreement of the Principal.

#### **Voting**

The quorum for each meeting shall be one half of the numbers of the Committee rounded up and a majority of those present must be Trustees. Decisions of the Committee shall be taken by a simple majority of those processes and voting. The Chair will have a casting vote on an equality of votes.

#### **Meetings**

The Committee shall meet termly on such dates as shall be determined by the Committee from time to time and at such other time as the Clerk shall specify at the request of any member of the Committee.

Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Committee and any other person invited or required to attend no fewer than seven working days prior to the date of the meeting.

#### **Minutes**

The Clerk will minute the proceedings and resolutions of the Committee and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.

Minutes of each Committee meeting will be sent to all members of the Committee and the Trust Board within seven working days of the meeting.

#### **Authority**

The Committee is authorised by the Trust Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Committee.

The Committee is authorised by the Board to obtain outside legal or other independent professional advice and to secure the attendance of any person at any Committee meeting with relevant experience and expertise if it considers this necessary.

## **Duties**

The duties of the Committee shall be:

### **Curriculum and standards**

- to ensure that the highest possible standards are set and maintained across APSoL
- to receive a termly report from the Leadership Team regarding standards and performance of APSoL against key performance indicators (including attendance, safeguarding, behaviour and attainment)<sup>1</sup>
- to identify any areas of concern in respect of standards and performance and to implement an action plan with the Leadership Team
- to ensure that APSoL's curriculum is balanced and broadly based
- to scrutinise and review policies for recommendation to the Trust Board
- to ensure that effective processes are in place for the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice
- to support the Principal in the creation, implementation and monitoring of APSoL's self-evaluation development plan and any post-Ofsted action plan
- to advise the Trust Board with respect to targets for student achievement

### **Pupil and parent voice**

- to ensure that effective arrangements are in place for pupil and parent support and representation including pupil and parent voice.

### **Behaviour**

- to review the imposition of fixed term and permanent exclusions by the Principal to ensure that sanctions are being used appropriately
- to review the overall patterns of behavioural matters and to evaluate the implementation and effectiveness of the behaviour policies

### **Safeguarding**

- to ensure that arrangements (including training requirements) are in place to safeguard and promote the welfare of children in accordance with Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children 2018 (and that arrangements are in place to review such arrangements)
- to receive reports from the Principal on safeguarding matters
- to review and monitor safeguarding (including Prevent) audits carried out and the implementation of any recommendations

---

<sup>1</sup> Specific regard to add to students in receipt of pupil premium, those with SEND, children in care and previously looked after children.

## **Admissions**

- to ensure that the requisite arrangements are in place to comply with the Admissions Code and School Admission Appeals Code 2012.

## **SEND**

- to review the effectiveness of the SEND provisions including:
  - the effectiveness of the prescribed Academy level Special Educational Needs and Disability (**SEND**) policy;
  - the appointment of the SENCo; and
  - ensuring SEND information reports are prepared and published.

## **Premium reports**

- to review the use of:
  - pupil premium funding; and
  - sports premium funding.

And its impact on the students.

## **Academy sessions**

- To review and recommend the times of Academy sessions and the dated of Academy terms and holidays to the Trust Board for approval.

## **Review of effectiveness**

- to review, on a regular basis, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness.

**Adopted by the Board:** 12/12/2023

**Proposed date of review:** Annually