

**Inclusion** is at the  
**heart** of our trust



# Quality of Education board Terms of reference



## **Purpose of the terms of reference**

The Terms of Reference has been created to provide guidelines to support the Quality of Education Boards in fulfilling their role of monitoring the performance of their schools and reporting on performance to the trust board.

### **1. Introduction**

The trust board is the accountable body and the ultimate decision-making body. The QEB does not assume responsibility for the school it is installed to oversee, but instead its purpose is to offer assistance to the trust board by monitoring the performance of its school and reporting on this to the trust board.

### **2. Membership and Quorum**

- 2.1** The members of the QEB will be appointed by the CEO and the Executive team and the appointment shall be ratified by the board of trustees.
- 2.2** The minimum number of QEB members shall be 6, comprising of 2 parent members, 1 staff member and at least 3 community members. The maximum number of QEB members shall be 9, comprising, 2 parent members, 1 staff member, and up to 6 community members. The Headteacher shall act in an ex-officio capacity.
- 2.3** The quorum for a meeting of the QEB shall be half of the total number of board members (rounded up to a whole number).
- 2.4** Employees of the trust are permitted to be members of the QEB.
- 2.5** Trustees are permitted to be QEB members.

### **3. Voting**

Every matter to be decided at a meeting of the QEB shall be determined by a majority of the votes of the board members present. The Chair will have the casting vote if necessary.

### **4. Term of Office**

- 4.1** QEB members shall hold office from either the date of their appointment until their resignation, or their omission from membership of the QEB on consideration by the board of trustees, or at the expiry of their term of office, whichever occurs first.
- 4.2** The term of office for any QEB member shall be four years, except for the Headteacher (as applicable) who shall remain a QEB member until they cease to work at the school.
- 4.3** Subject to remaining eligible to be a QEB member, any person may be re-appointed or re-elected to the QEB.

## **5. Resignation and Removal of QEB Members**

- 5.1** A person serving on the QEB shall cease to hold office if:
- They resign their office by giving notice in writing to the clerk.
  - The Headteacher or a staff QEB member cease to work in the school.
  - The trustees may terminate the appointment of a QEB member whose presence or conduct is deemed not to be in the best interests of the trust or school.
- 5.2** For the avoidance of doubt, a parent QEB member shall not automatically cease to hold office solely by reason of their child ceasing to be a pupil of the school.
- 5.3** A QEB member will cease to hold office if they fail to attend three consecutive meetings, unless they have offered apologies for their absences which are accepted by the QEB, and the QEB resolves to remove them from office.

## **6. Disqualification**

A person shall be disqualified from serving on the QEB if they would not be able to serve as a trustee in accordance with Articles 68 – 80 of the Articles of Association.

## **7. Appointment and Removal of Chair and Vice Chair of the QEB**

- 7.1** No person employed by the school may be appointed as Chair or Vice Chair.
- 7.2** The term of office of the Chair and Vice Chair shall be 1 year. Subject to remaining eligible, any QEB member may be re-appointed as Chair or Vice Chair.
- 7.3** The Chair and Vice Chair may at any time resign their office by giving notice in writing to the clerk. The Chair or Vice Chair shall cease to hold office if:
- They cease to serve on the QEB.
  - They are employed by the school.
  - In the case of the Vice Chair, if they are appointed Chair.
- 7.4** Where the Chair is absent from meeting or there is at the time a vacancy in the office of the Chair, the Vice Chair shall act as the Chair for the purposes of the meeting. Where the Vice Chair is also absent from the meeting or if there is a vacancy at the time in the office of Vice Chair, the QEB members shall elect one of their members to act as Chair for the purposes of that meeting.

## **8. Appointment of QEB Members**

- 8.1** All appointments of QEB members will be recommended by the CEO and the Executive Team and ratified by the trustees.
- 8.2** Staff QEB Members
- The QEB will invite nominations from all staff and where there are any contested posts, shall hold an election by secret ballot.

### **8.3 Parent QEB Members**

- Parent QEB Members shall be elected by parents of registered pupils at the relevant school. They must be a parent of, or have parental responsibility for, a pupil at the school at the time when they are elected. Where there are any contested posts, the election shall be held by secret ballot.
- All arrangements for the calling and the conduct of the election and resolution of questions as to whether a person is an eligible candidate shall be determined by the CEO and the Executive Team. The CEO and the Executive Team may delegate the running of the election to the QEB.
- Where the number of parents standing for election is less than the number of vacancies, the CEO and the Executive Team may appoint a parent of a registered pupil at the school, or where it is not reasonably practical to do so, a person who is the parent of a registered pupil at another Trust school. The appointment shall be ratified by the trustees. The CEO and Executive Team may delegate the appointment of a parent QEB Member to the QEB.

### **8.4 Community QEB Members**

- Community QEB Members shall be recommended by the CEO and the Executive Team, and the appointment will be ratified by the trustees. The Chair of the QEB may recommend a suitably skilled volunteer as a potential QEB member. They must be a person who, in the opinion of the CEO and Executive Team, has the necessary skills set and is committed to the government and success of the school.

## **9. Meetings**

- 9.1** The QEB will meet five times a year.
- 9.2** The clerk to the QEB will circulate an agenda, copies of previous minutes, and any papers to be considered, no fewer than five working days prior to the meeting.
- 9.3** QEB members will withdraw from the meeting if there is an identified or potential conflict of interest, or there is a motion to consider their ability to remain impartial. Conflicts are declared annually to the clerk and at the beginning of each QEB meeting.
- 9.4** The clerk will take minutes of the meeting. In the absence of the clerk, the QEB shall choose one from its number for that meeting (someone who is not the Headteacher). Following approval by the Chair, the minutes will be distributed to QEB members.
- 9.5** Confidential minutes will only be shared with QEB members who were present at the meeting where any confidential item was discussed.
- 9.6** QEB members may invite non-members to the meeting to assist or advise on a particular matter or issue. Non-members will not be entitled to vote on any matter.

- 9.7** A register of attendance will be kept by the school for every meeting and will be published on the school's website on an annual basis.
- 9.8** Any QEB member may be able to participate in meetings by telephone or by video conference provided that they have given reasonable notice to the clerk of the board and provided that the QEB members have access to the appropriate equipment, and subject to the agreement of the QEB.
- 9.9** The convening of a meeting and the proceedings conducted thereat shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda or other documentation.

## **10. Duties of the QEB**

### **10.1 Quality of Education**

- To have an overall focus on the key areas of delivering a high quality, inclusive education. Including:
  - Quality of the curriculum, teaching and pupil outcomes
  - Quality of pupil behaviour and personal development
  - Attendance
  - Quality of leadership and management
  - Safeguarding
  - Pupil premium strategy
  - Stakeholder engagement
- To monitor the progress the school are making against their twelve-month School Development Plan.
- To monitor and evaluate the effectiveness of leadership and management.
- To monitor and evaluate the impact of the quality teaching and learning.
- To monitor and evaluate rates of progress and standards of attainment by pupils, including any underachieving groups.
- To monitor and evaluate provision for all groups of vulnerable children (e.g., looked after, SEND, PP pupils) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To have an overview of the school's curriculum.
- To consider recommendations from external reviews of the school, monitor actions taken and receive feedback on progress.
- To ensure that all children have equal opportunities.
- To check that effective processes are in place for monitoring teaching and learning, delivery of the curriculum, inclusion, and the sharing of good practices across the school.
- To review validated school performance data against targets and internal predictions.
- To monitor safeguarding data in the school and review any audits taken and follow up on any actions.
- To contribute to whole school evaluation and planning for school improvement.
- To ensure mechanisms are in place to engage meaningfully with parents, carers and the local community.

## **10.2** Reporting to Trustees

- The QEB is expected to report back to the trustees using the common proforma which allows them to highlight strengths and concerns under key areas of their remit.
- Chairs will also have the understanding that they are able to contact the Chair of the trustees and or the CEO as and when they need to.
- QEB members will be given appropriate training and support in conducting school visits and it is an expectation that at least two visits a year will take place and a short report shared with the QEB and trustees.
- An annual meeting will take place between trustees and Chairs of the QEBs which gives an opportunity for sharing of activities and performance.

## **10.3** Safeguarding and SEND link QEB members.

- The QEB must have a named link QEB member for Safeguarding and for SEND. This member must not be a staff member. The same person can be the link member for Safeguarding and the link member for SEND.
- An annual visit from the link member(s) for Safeguarding and for SEND must take place, and a report must be given to the QEB after the visit.

## **10.4** Monitoring and Training

- The CEO or a member of the executive team will attend meetings at least once a year in order to support and monitor how the QEB is working.
- An annual skills audit will take place in order to plan training needs.
- Members will be welcome at school training days and will have access to a range of training materials through the NGA.
- All members will receive induction training and bespoke training where requested or there is an identified need.

