



Terms of Reference

Education, Standards and Ethos Committee

These Terms of Reference for the Education, Standards and Ethos Committee have been approved and adopted by the Bosco Catholic Education Trust.

Approved:	For review:
December 2025	December 2027

1. BOSCO CATHOLIC EDUCATION TRUST MISSION STATEMENT

“Serve the Lord Joyfully”

The Bosco Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

2. GENERAL GOVERNANCE

Decision making and accountability rests with the “Directors”, who are Directors for charity law purposes and company directors registered with Companies House. The Directors are personally responsible for the actions of the Trust and the Academies and are accountable to the Bishop, Members, the Secretary of State for Education and the wider community for the quality of education and the expenditure of public money.

The Board of Directors (“Board”) delegate aspects of governance and the day-to-day oversight of the trust’s work to committees. The Board sets and approves the terms of reference for each of its constituted committees. The terms of reference of this committee will be reviewed every 2 years by the Board.

3. SUB-COMMITTEE PURPOSE

The Education, Standards and Ethos Committee is one of the Trust Board’s constituted committees.

This committee will report formally to the Board of Directors, making recommendations to the Board for consideration and ratification in relation to all aspects of their core duties, as set out in Paragraph 5. The Board of Directors reserves the right to request the Education, Standards and Ethos Committee to focus on specific areas of development when appropriate.

4. CONSTITUTION OF THE SUB-COMMITTEE

MEMBERSHIP

- 4.1 Members of the committee are appointed by the Board of Directors and are serving directors. At least 3 Directors will be members of the committee.
- 4.2 Members of the committee will serve for 4 years.
- 4.3 The Committee Chair will be a serving Director from the Board and will be nominated from amongst the Directors and approved by the Board. The Chair’s tenure will be 4 years.
- 4.4 Executive officers of the Trust including the CEO, CFO, Director of Primary Education, Director of Secondary Education and Director of Chaplaincy will attend the committee but with no voting rights.
- 4.5 The Committee may invite other individuals to be members of the committee or to attend specific meetings where their expertise/experience/ perspective will add value to a tabled discussion item.

CONDUCT OF MEETINGS

- 4.6 The committee will meet at least once a term. The Trust Board reserves the right to ask the committee to convene additional meeting(s) if there are substantive matters which are critical or urgent, or where government policy directives will impact on educational provision or business continuity.
- 4.7 The quorum necessary for meetings is 50%+1 of sitting Committee members, of which 2 must be Directors.

- 4.8 On occasions when the Chair is unable to attend a meeting, members of the committee who are Directors, will nominate a Chair from within their number.
- 4.9 The Committee will appoint a Clerk to the committee, providing a secretarial service to record minutes of the proceedings and resolutions of all meetings and to maintain a record of attendance.

MAIN BOARD REPORTING

- 4.10 The Chair will be responsible for liaising with the CEO and the Chair of the Trust Board in respect of the dissemination of information arising from committee decisions.
- 4.11 The Committee may obtain independent professional advice in accordance with any Trust procedures.
- 4.12 The Committee will circulate minutes of their meetings to the Trust Board, one week prior to the main board meeting, including any relevant reports / documents prepared and approved by the Committee.

5. CORE DUTIES

- 5.1 To ensure the distinctive Catholic ethos of the Trust is lived out explicitly in all Trust activities.
- 5.2 To have oversight of Chaplaincy provision across the Trust and its schools.
- 5.3 To monitor the performance of all the Trust's primary and secondary schools, benchmarking against the highest-performing schools and Trusts nationally.
- 5.4 To monitor educational, behavioural, attendance and pastoral standards in Trust schools.
- 5.5 To consider, review and approve all appropriately related Trust policies, and to monitor the implementation of these policies.
- 5.6 To feed into and help implement the Trust's strategic plan.
- 5.7 To review school and Trust data targets and progress towards these throughout the year.
- 5.8 To review and monitor the effectiveness of the deployment of Trust resources in securing improved standards and reduced inter-school variation.
- 5.9 To monitor the effectiveness and impact of Trust school improvement strategies including curriculum, SEN and PP reviews, safeguarding audits and network meetings for key groups.
- 5.10 To consider staff wellbeing and workload, collaboration and centralisation of key processes.
- 5.11 To consider curriculum issues which have implications for finance and personnel decisions and to make recommendations to the relevant committee or the Trust Board

6. COMMITTEE AUTHORITY

The Committee is authorised by the Trust Board to carry out any activity authorised by these terms of reference; and to seek any appropriate information that it requires from any employee/officer of the Trust to carry out the work delegated to it by the Trust Board, and all officers/employees shall be directed to co-operate with any request made.

7. GENERAL MATTERS

The Committee shall:

- 7.1 Have access to sufficient resources to carry out its duties, including access to the company secretary/Clerk to the Trust Board and the Trust's lawyers for advice and assistance as required.
- 7.2 Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an on-going basis for all members.
- 7.3 Give due consideration to relevant laws, regulations and any published guidelines or recommendations as pertaining their area of jurisdiction including, but not limited to the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002,

company law, education law, and the Academies Trust Handbook, and any other applicable rules as appropriate.

7.4 Should conduct its business consistent with the 7 Principles of Public Life (Nolan Report).

7.5 Work and liaise as necessary with all other board committees.

BOARD APPROVAL

A record of approval of these Terms of Reference will be maintained via the Trust Board meeting minutes.