



Maiden Erlegh Trust (the Trust)

Culture and Environment Committee

Terms of Reference

1. Constitution

- 1.1 The Trustees of Maiden Erlegh Trust (the Trust Board) hereby resolves to establish a committee of the Trust Board to be known as the Culture and Environment Committee (the Committee).

2. Membership

- 2.1 The Committee shall have a minimum of three members and a maximum of five members. In adherence to Article 101 of the Trusts Articles of Association, a majority of Committee members must be Trustees.
- 2.2 The membership of the committee for the 12 months from September 2021 are:
- 2.2.1 **1 x Trustee as Chair**
- 2.2.1.1 *Mike Bellamy*
- 2.2.2 **2 x Trustees as committee members**
- 2.2.2.1 *Bob Kenwrick*
- 2.2.2.2 *Vacancy*
- 2.2.3 **1 x Chair/Representative of Local Advisory Board**
- 2.2.3.1 *Karen Riley*
- 2.3 The Director of Inclusion and Safeguarding and Director of Standards and Continuous Improvement will ordinarily attend the meeting in a non-voting capacity.
- 2.4 Subject to paragraph 2.5, the Committee shall, at the first meeting of each academic year, elect a member to act as chair of the Committee (the Chair). The Committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.
- 2.5 No person may act as Chair under paragraph 2.4 unless they are also a member of the Trust Board.
- 2.6 The Company Secretary shall ensure that a clerk is provided to take minutes at the meeting of the Committee.
- 2.7 The Committee may invite attendance at meetings from persons who are not Trustees or Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.



3. Remit and responsibilities of the Committee

- 3.1 The Committee shall be responsible for the matters set out in the Schedule and the Scheme of Delegation. Where conflicts arise, the Scheme of Delegation shall take precedence.

4. Proceedings at Committee meetings

- 4.1 The Committee shall meet as often as is necessary to fulfil its responsibilities but shall meet at least four times a year.
- 4.2 Any two Committee members can request that the Chair convene a meeting by giving no less than 14 days prior notice.
- 4.3 The quorum for the transaction of the business of the Committee shall be a majority of the Committee members and no vote on any matter shall be taken at a meeting of the Committee unless the majority of members of the Committee present are Trustees.
- 4.4 Every matter to be decided at a meeting of the Committee must be determined by a majority of the votes of the eligible members present and voting on the matter.
- 4.5 Each member present in person shall be entitled to one vote.
- 4.6 Where there is an equal division of votes the Chair shall have a casting vote.
- 4.7 A register of attendance shall be kept for each Committee meeting and published annually in compliance with the requirements of the Academies Financial Handbook.

5. Authority

- 5.1 The Committee is authorised by the Trust Board to:
- 5.1.1 Carry on any activity authorised by these terms of reference; and
- 5.1.2 seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.

6. Reporting Procedures

- 6.1 Within 14 days of each meeting the Committee will:
- 6.1.1 Produce and agree minutes of its meetings;
- 6.1.2 provide a summary document identifying (i) decisions made, (ii) recommendations to the Trust Board, (iii) any items for the information of the Trust Board, (iv) items for further discussion by the Trust Board and (v) items of be communicated to the Local Advisory Boards (together called the "Committee Reports").
- 6.2 The Committee Reports shall be submitted to the clerk and made available on the Trusts chosen document storage system. Reports can be agreed by Committee members by email.



- 6.3 The Committee Reports will be made available to Trustees at least 7 days in advance of the next meeting of the Trust Board.
- 6.4 The Committee shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.
- 6.5 The Committee shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Trust Board.

Schedule of Responsibilities of the Educational Standards Committee

Strategic Plan Objectives

SO2 Culture and Environment:

Safe, ambitious and inclusive approaches lead to happy and resilient learners and staff, who respect and value each other and are confident to debate, innovate, take risks and learn from mistakes.

- SO2-1 Attendance and punctuality high for both staff and learners.
- SO2-2 Safeguarding culture and practice are exemplary.
- SO2-3 Relationships are positive and respectful.
- SO2-4 Schools and working environments are calm and purposeful.
- SO2-5 The Maiden Erlegh trust culture means that learners, staff and parents espouse our values and are proud to be part of the Maiden Erlegh Trust and/or their school's community.

Purpose

- a) to inform Trustees about the Trust's progress in terms of school improvement linked to educational standards and present the relevant evidence underpinning leaders' evaluations.
- b) to help the Trustees understand progress in these areas to the objectives of the Trust Strategic Plan
- c) to ensure the Trustees understand how the Trust is meeting statutory obligations in the relevant areas.

Scope

Safeguarding compliance:

- Record-keeping (children, staff, CPD)
- Case follow-through
- AP/Off site

Safeguarding culture:

- Stakeholder voice (perceptions of safety and ability to keep safe)
- Bullying, harassment and relationships
- Attendance/punctuality
- Equality
- Response to contextual issues

Design and delivery of PSMSC – impact on knowledge and understanding.

Behaviour and culture:



- Exclusions & Alternatives to exclusion
- Impact of re-integration strategies
- Repeat offenders
- Impact of other support staff
- Impact of inclusion interventions

Ambitious inclusion – school experience of all

Impact of CPD Impact of relevant policies eg: Behaviour, Anti-Bullying, Child Protection

Accuracy of school evaluation in relevant areas eg: B&A, PD

Outcome

1. The quality of the experience of pupils/students in MET schools.
2. How ambitious and equitable schools are in terms of expectations of behaviour, relationships and participation.
3. Absence and persistent absence levels.
4. Behaviour (supervised and unsupervised).
5. The impact of CPD and support on staff knowledge, understanding and practice.
6. The safety of pupil/students and how well they know how to keep themselves safe and well.
7. How parents informed about, and involved in, their child's school personal development?
8. The key variabilities across the Trust and what is being done to reduce them.
9. The key systemic strengths and what is being done to increase them.
10. The impact of the Trust and governance on the schools.