

# WEA Education Committee – Terms of Reference

Date of approval by Board of Trustees: 25 March 2021,  
for implementation from 1 August 2021

## Purpose of the Committee

The Education Committee shall support the Board of Trustees in meeting its responsibilities for strategic leadership of educational provision in England and to take assurances on their behalf regarding the development, monitoring and application of education policies, student welfare and the student experience, the range and quality of education offered and adherence to relevant regulatory and inspection standards.

## Membership

The membership of the Education Committee will be as follows:

- ▶ 3 Trustees appointed by the Board of Trustees, one of whom shall be the Chair;
- ▶ 3 Association Members to be nominated by WEA Council; and
- ▶ Up to 3 externally co-opted members to be appointed on the basis of relevant skill, experience or expertise, and in consideration of WEA's commitment to diversity.

At least one member of the Committee shall have recent, relevant experience of further and/or adult education management and/or inspection at a senior level.

The Chief Executive/General Secretary or their delegated representative will be required to attend meetings of the Education Committee. Other members of WEA's Leadership Team may be invited to attend meetings of the Committee from time to time, as appropriate.

Secretariat shall be provided by the Head of Corporate Governance & Company Secretary or their nominated representative.

## Quorum

A quorum shall be three members of the Education Committee, including at least two Trustees.

## Meetings

The Education Committee will meet on a minimum of a quarterly basis, though will consider the necessity of meeting more often when required. These meetings will be coordinated with the Trustee and Committee calendar so that the Committee's work can dovetail with that of the other Trustee Committees and the Board of Trustees.

## Reporting

The Board of Trustees will receive minutes of Education Committee meetings and will be notified of any key issues through summary update reports to be delivered by the Chair of the Education Committee at meetings of the Board of Trustees from time to time.