

WEA Education Committee Terms of Reference

Last Updated: September 2023

Date of approval by Board of Trustees: 12 October 2023

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, learner welfare and the learner 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 or their nominated representative.

Quorum

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

Frequency of Meetings and Notice

The Education Committee will meet on a minimum of a quarterly basis, though will consider, in agreement with the Chair, the necessity of meeting more often when required. These

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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.

Written notice of each meeting, an agenda and supporting papers shall normally be circulated no later than seven working days before the date of the meeting

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.

Responsibilities

Education Policy

1. To consider the implications of national education policy or guidance in England which may periodically be issued in so far as it affects the work of the Association, the range and responsiveness of its provision and to advise the Board of Trustees as appropriate.

Curriculum Development and Delivery

2. To receive reports from WEA's Leadership Team on developments in teaching and learning and other aspects of educational practice and how these are applied within WEA.
3. To monitor developments in the curriculum and the delivery of provision, taking assurances that these are in keeping with the mission, vision and values of WEA and align with strategy as agreed.

Safeguarding & Learner Welfare

4. To receive and scrutinise the quarterly report on Safeguarding & Prevent in order to ensure that WEA complies with its obligations for safeguarding and the Prevent Duty.
5. To oversee and scrutinise WEA's policies and arrangements in relation to safeguarding and the Prevent Duty as they apply to learners, ensuring that the policies and procedures in place are fit for purpose and effective in mitigating risks across the organisation.
6. To receive and consider feedback received from learners through surveys, focus groups, or other organised forums in order to take assurances on the quality of the learner experience, and in order to address any trends or patterns arising from feedback.

Quality & Inspection

7. To oversee the quality of provision in England and compiling such evidence as may be required by Ofsted, ESFA (Education and Skills Funding Agency), or any other funding or regulatory body from time to time.
8. To support the Board of Trustees in ensuring that WEA and the English Regions are prepared for scrutiny by Ofsted.
9. To provide assurance to the Board of Trustees that the quality of teaching, learning and assessment meet a minimum Ofsted standard of "good", ensuring that if this is not the case, appropriate actions are taken to secure improvement.

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Other

10. To undertake any other tasks or functions as may be determined by the Board of Trustees

Review of the Terms of Reference

The committee shall, at least once a year, and normally at the start of each cycle of business, review its own performance and Terms of Reference to ensure they remain relevant and appropriate.

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