



Adult Learning Within Reach

WEA Education Committee Terms of Reference

Last Updated: October 2023

Date of approval by Board of Trustees: 09 October 2025

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 and Attendance

The membership of the Education Committee will be as follows:

- A minimum of three Trustees appointed by the Board of Trustees, one of whom shall be the Chair;
- Three to six lay members with the relevant skill, experience or expertise, appointed on the recommendation of the Governance & Nominations Committee and in line with the WEA Governance Recruitment and Succession Planning Policy.

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.

Observers may attend Committee meetings at the discretion of the Chair and in accordance with observer guidelines.

Secretariat shall be provided by the Head of Governance or their nominated representative.

Quorum

A quorum for a Committee meeting shall be a simple majority of those Committee members entitled to vote on the business of the meeting and 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 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 WEA

4 Luke Street, London, EC2A 4XW

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The WEA is a charity registered in England and Wales (no. 1112775) and in Scotland (no. SC039239). The Workers' Educational Association is a company limited by guarantee registered in England and Wales (Company Number 2806910). Registered Office address is 4 Luke Street, London, EC2A 4XW.

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.

Education Contract Performance

4. To monitor DfE, MCA, and other education contract performance in relation to enrolment and outcomes targets, taking assurances from staff that contracts remain deliverable. Any risk of under-performance or non-performance risking funding clawback, contract termination, or non-renewal, should be referred to the Finance & Capital Resources Committee.

Safeguarding & Learner Welfare

5. 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 in England.
6. To oversee and scrutinise WEA's policies and arrangements in relation to Safeguarding and the Prevent Duty in England 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.
7. 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

8. To oversee the quality of provision in England, including the Quality Improvement Plan and Self-Assessment Report compiling such evidence as may be required by Ofsted or any other regulatory or funding body from time to time.
9. To oversee and monitor the effectiveness of the WEA Subcontracting policy.
10. To support the Board of Trustees in ensuring that WEA is prepared for scrutiny by Ofsted.
11. To monitor all risks within the Education Committee's remit, taking advice from the Audit & Risk Committee 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.

Other

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12. To receive assurances from the Finance & Capital Resources Committee on funding contract performance.
13. To receive the Fee Policy from the Finance & Capital Resources Committee.
14. To undertake any other tasks or functions as may be determined in the WEA Scheme of Delegation or by the Board of Trustees.

Policy Delegation:

	Proposes	Reviews/ Recommends	Receives/ Accepts	Approves	Monitors
Quality Strategy & Improvement Plan	LT	EC	---	Board	EC
Self-Assessment Report	LT	EC	Board	---	---
Ofsted preparation and inspection attendance	LT	EC	---	Board	EC
Duty to Review & Accountability Statements	LT	EC	---	Board	LT
Funding Agreement Compliance	LT	F&CR	EC	Board	LT
Fee Policy	CFO	F&CR	EC	Board	---
Complaints Policy	LT	EC	PC	Board	LT
Data protection policy	LT	A&R	Board	A&R	LT
Safeguarding policy_ (England)	LT	EC	PC	Board	LT
Prevent policy	LT	EC / SB	PC	Board	LT
Subcontracting policy	LT	EC	---	Board	LT

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.



The practice of governing more visibly linked to the principles in the Charity Governance Code was highlighted by Stone King in their recent external governance review. The Board is responsible for all aspects of the Code but relies on its committees to guide and inform how we demonstrate our adherence to it. The principles in the Code link to this committee's work:

Principle 3: [Integrity — Charity Governance Code](#)

The board acts with integrity. It adopts values, applies ethical principles to decisions and creates a welcoming and supportive culture which helps achieve the charity's purposes. The board is aware of the significance of the public's confidence and trust in charities. It reflects the charity's ethics and values in everything it does. Trustees undertake their duties with this in mind.

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