**THE BRITISH SCHOOL OF MILAN – SIR JAMES HENDERSON**

**TERMS OF REFERENCE - THE EDUCATION COMMITTEE**

1. **REMIT**

The Education Committee is a sub-group of the BSM - Board of Governors which has a monitoring and advisory role relating to Pupil Progress, Pupil Mental Health, the School’s academic, curricular and pastoral provision. The Education Committee is to have regard to the regulations relating to standards in independent schools and, on behalf of the Board of Governors, scrutinise school policies, receive reports, monitor compliance and BSO standards, and make recommendations in relation to the:

* School’s ethos and aims, including oversight of the teaching and learning aspects of the School Development Plan
* Maintain an overview of:
* key regulatory policies, including:

Acceptable Use; Admissions; Anti-Bullying; Behaviour; Child Protection and Safeguarding; Code of Conduct for Staff and Students; Concerns and Complaints; Curriculum; EAL; First-Aid; Health and Safety; Missing Child, and SEN & Learning Support

* academic performance and public examination results.
* the school’s self-evaluation and professional review policies.
* the teaching staff structures and staff professional development.
* the educational aspects of the planning for periodic Inspections; and
* The Education Committee’s deliberations should inform the budget setting process.
* Undertake any appropriate responsibility delegated by the Board of Governors through the establishment of ad hoc working groups and make recommendations to the Board of Governors.

1. **MEMBERSHIP OF THE EDUCATION COMMITTEE**

Depending on the size of the governing body, the Committee shall include up to four members of the Board of Governors (excluding the Principal). The Chair and Deputy Chair of the Board of Governors will be ex-officio members of the committee.

* Two committee members will constitute a quorum.
* The Chair of the Education Committee shall be identified by the Nominations Committee and confirmed by the whole Board.
* In the absence of the Chair, another Committee member will act in his/her place.
* In addition to the Principal other members of the School’s Senior Leadership Team (Heads and Deputy Heads of the Primary and Senior Schools) should also attend meetings of the Education Committee.

1. **SECRETARY**

The Board Secretary will be the committee secretary. In the absence of the Board Secretary the Principal will nominate a member of the Senior Leadership Team to act as minute secretary at the meeting. The minutes of a meeting constitute the report of the Committee to the full Governing Body. Papers considered by the Committee will be made available to governors.

1. **OTHER ATTENDEES**

At the invitation of the Education Committee Chair and/or the Principal other colleagues, e.g. Curriculum Leaders, Key Stage Coordinators, and students will be invited to attend meetings to make formal presentations to the committee and answer questions.

1. **VOTING RIGHTS**

Only members of the Board of Governors may vote on recommendations to be made to the full Board.

1. **MEETING FREQUENCY AND DURATION**

The Committee will meet four times a year, with dates normally scheduled very close to the main meetings of the full Board of Governors. The Chair may call extra meetings as business demands. Meetings will last no more than two hours.