

TENAX SCHOOLS TRUST

**SCITT GOVERNANCE COMMITTEE
Terms of Reference 2019-20**

The SCITT Governance Committee (the Committee) is a sub-Committee of the Board, to whom it is accountable.

Purpose

To ensure accountability for the SCITT's leadership against its strategic objectives.

Membership

The committee shall comprise a minimum of 4 members appointed by the Board from amongst its members, one of whom will be appointed Chair. The Director of Teaching School shall also be a member of the Committee.

The SCITT Operations Director will be in attendance at all meetings, unless requested not to by the Chair.

Meeting frequency

The Committee shall meet at least each full term and its proceedings shall be recorded and reported to the Board at the earliest convenient time; and in any case at the next meeting of the Board.

Where operationally necessary, the Committee may conduct business by email, provided that any decisions taken are minuted at the next meeting of the Committee.

Quorum

The quorum for a meeting, and any vote on any matter there at, shall be three members.

Clerking and minute taking

Paulina Wookey – Clerk to the SCITT governance committee

Key governance responsibilities

The Committee shall meet at least each term and its proceedings shall be recorded and reported to the Board at the earliest convenient time; and in any case at the next meeting of the Board.

Key governance responsibilities

1. To agree and monitor the SCITT's annual development plan
2. To hold the SCITT to account for meeting its trainee recruitment targets, for example through ensuring effective publicity and marketing and effective candidate selection
3. To ensure, through the SCITT's leadership and quality assurance process, effective assessment of all trainees. This will require the standard of mentoring, subject tutoring and training in each school is high as measured against the Teachers' Standards and Ofsted inspection framework for ITT. SCITT formal assessment points, feedback from trainees and evidence gathered throughout the year including from mentors, subject tutors and grades of trainees' work provide the evidence base for this.

4. To hold the SCITT to account for the retention and success rates of its trainees, focussing on the outcomes they achieve, employment rates and experience post training in their NQT year and in early years of teaching career.
5. To ensure that the leadership of the SCITT across its participating schools is fully fit for purpose in ensuring high quality training and provides accurate assessment of trainees
6. To hold the leadership of the SCITT to account for the recruitment and appraisal of its core employed staff
7. To ensure the SCITT is compliant with the Secretary of State's ITT criteria.

The Committee shall not act beyond the powers delegated to it by the Board and shall, in the case of any serious matter of concern relating to its remit, report to and seek advice from the Board.

What documentation will the committee access to assist it in the discharge of its responsibilities:

SCITT Dashboard

Development plan

SCITT director reports

External validation visit reports e.g. from Department of Education consultants, SCITT external examiner.