

Committee(s): Education Board	Dated: 16 January 2020
Subject: Annual Review of Terms of Reference	Public
Report of: Town Clerk	For Decision
Report Author: Polly Dunn, Senior Committee and Members' Services Officer	

Main Report

1. Each grand committee of the Court of Common Council is obliged to review its terms of reference annually and in good time for any changes to be considered before committees are reappointed by the Court in April each year.
2. The terms of reference of the Education Board are attached as an appendix for your consideration. Revised wording previously submitted to, but refused by, the Policy & Resources Committee is indicated in underlined and strikethrough text.
3. In January 2019 the Education Board agreed to make several changes to its Terms of Reference, a number of which were subsequently not approved by the Policy & Resources Committee or by the Court of Common Council's during its 2019 Annual Appointment of Committees at the Court of Common Council.
4. In light of comments received, the Education Board agreed further amendments to its Terms of Reference. This second revision was considered by the Policy & Resources Committee in June 2019 but was once again refused. Members expressed concern over possible confusion in respect of the relative remits of the Education Board and Policy & Resources Committee, particularly in relation to skills. The Committee also queried the lack of clarity on the Board's role in respect of social mobility and cultural learning. Revised wording for paragraph 4(J) was proposed by the Policy & Resources Committee and can be found within the minute excerpt at Appendix 2.
5. There has since been no further action on the revision of the terms of reference.
6. It is proposed that the approval of any further changes to the Board's terms of reference be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.
7. The Board is also required to review the frequency of its meetings. At present the Board is scheduled to meet on five further occasions in 2020 (5 March, 21 May, 23 July, 24 September and 19 November) and on six occasions in 2021 (28 January, 18 March, 20 May, 22 July, 9 September and 11 November). These do not currently include any informal Board Away Days.

Recommendation(s)

- That, subject to any comments, the terms of reference of the Board be approved for submission both the Policy and Resources Committee and the Court of Common Council, as set out at Appendix 1, and that any further changes required in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman; and
- Members consider whether any change is required to the frequency of the Committee's meetings.

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