

Children & Families Board
 Standing Panel for Education Standards
 (Reporting, for information, to the Scrutiny Committee - Children & Families)
 Terms of Reference

Purpose consider: is a meeting necessary? / can the work be done effectively another way? / does this duplicate something that happens elsewhere?	
<ul style="list-style-type: none"> • To review performance data that relates to education settings • To report to Scrutiny Committee – Children and Families, on strengths, trends and areas of concern that result from analysis of this data and associated intelligence • To engage with system leaders to seek intelligence on the effectiveness of system interactions to improve education outcomes • To take an overview of lessons from the Independent Complaints Panel 	
Agenda consider: is the item necessary? / can the work be done effectively another way? / does this duplicate something that happens elsewhere? what is the expected outcome (to help focus discussion and prioritise time)? / how much time is required for different agenda items (including time for discussion & breakout groups)?	
Standing items (at every meeting)	<ol style="list-style-type: none"> i. Action log update / review of outstanding actions ii. Data Dashboard. Review performance data iii. Independent Complaints Panel lessons/overview iv. System intelligence - Communications and relationships v. Risks and Issues log vi. Plan for escalation and reporting to Scrutiny Committee – Children and Families vii. Any Other Business
Other regular items (i.e at regular intervals)	<ul style="list-style-type: none"> • Review terms of reference (annually)
One-off agenda items (as required)	<ul style="list-style-type: none"> • As need identified
How will the agenda be compiled and finalised?	<ul style="list-style-type: none"> • Business Support and/or Project Management support will draft and agree with Chair in pre-meeting/agenda setting meeting.

Recording / Outputs proportionate to the meeting, including type of minutes / notes / plans / logs; format - Word / OneNote / Excel; timescales for sign-off, storage & distribution requirements; communication requirements	
Meeting record (including case recording)	Minutes and actions will be taken during the meetings.
Action plan / log	An action log will be maintained.
Communication from / to other meeting	The Standing Panel will report to the Scrutiny Committee - Children & Families on a quarterly basis and will have the ability to escalate and recommend agenda items for Scrutiny. The quarterly report will also be shared with the Education for Life Board.
Logistics including frequency & duration / type (virtual / face-to-face / hybrid) / appropriate timescales for notice, preparation and follow-up	
Frequency	Half Termly
Duration	Up to 2 hours
Type (virtual / face-to-face / hybrid – or combination and what that looks like)	<input type="checkbox"/> Virtual <input type="checkbox"/> face-to-face <input type="checkbox"/> Hybrid <input checked="" type="checkbox"/> Combination: prioritising face-to-face, with virtual meetings where this is logistically challenging.
Timescale for invitations (Minimum requirements)	To be booked for the following academic year during the summer term.
Timescale for pre- meeting papers: (minimum requirements to allow for preparation)	One week prior to meeting
Timescale for post- meeting papers: (minimum requirements to allow for follow-up)	One week after meeting

Other logistical requirements	The Council will provide the Project Management, Business Intelligence/data and Business Support for these meetings.
Attendees including regular members, people who attend for specific standing items and cover arrangements	
Full members (by job title)	Cllr Leigh Redman (<i>Chair of Scrutiny Committee – Childrens and Families</i>) Cllr Frances Nicholson (<i>Opposition Lead Member for Children, Families and Education</i>) Cllr Connor Payne (<i>Opposition Lead Member for Environment and Climate Change</i>) Cllr Andy Hadley (<i>Scrutiny Committee – Childrens and Families</i>) Cllr Toby Robbins (<i>Scrutiny Committee – Adults and Health</i>) Somerset Parent Carer Forum
Ad hoc / contributing members (by job title)	As the need is identified
Cover arrangements e.g., Where a standing attendee cannot make the meeting, a deputy representative should be identified in advance and briefed about area/service issues to be raised.	Quoracy is set at 3 of the attendees. The meeting will not be quorate if there are fewer than 3 people present.
Voting arrangements	All members of the Standing Panel are entitled to vote, including the Parent Carer Forum. The group must be quorate to vote and the vote can only be taken if three different groups are represented (political groups plus the Parent Carer Forum).
Chairing Arrangements including vice chair where appropriate and cover arrangements	
Co-Chairs (by job title)	Cllr Leigh Redman - TBC

Expectation of participants before the meeting / during the meeting / after the meeting	
Pre-meeting (preparation)	<ul style="list-style-type: none"> • Timely response to meeting organisers • Read agenda papers, look at data dashboard and complete any other pre-meeting tasks before the meeting.
In-meeting (participation)	<ul style="list-style-type: none"> • Presenters to provide clear information and plan for ratification. • Active engagement in discussions and agree next steps.
Post-meeting (follow-up)	<ul style="list-style-type: none"> • Follow-up actions you are responsible for. • Panel members will feedback to Scrutiny Committee – Children and Families about specific actions required, ensuring that actions have been completed within set timescales.

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