

**SET BOARD OF DIRECTORS**  
**EDUCATION COMMITTEE**

**TERMS OF REFERENCE**

**A. General Provisions**

- The Education Committee is appointed by the Board.
- The Education Committee assists the Board to undertake and fulfil its education mission by means of overseeing its implementation in the SET schools, drafting and proposing policies where thought fit, and studying and reporting to the Board on current developments relating to the management of schools as these emerge from the Department of Education, and from other statutory bodies. The Education Committee will work closely with the Ethos Committee as thought appropriate.
- The Education Committee may also be requested by the Board to advise on other matters of its education mission from time to time.
- The Education Committee does not have decision-making powers but makes recommendations to the Board of Directors who decide to adopt, or request changes or modifications to policies or statements it presents for approval.
- In common with all Board Committees, the Education Committee will:
  - (a) serve and uphold the objectives of the Spiritan education mission as expressed in the Constitution of SET;
  - (b) have regard for the best interests of SET and those of its Members, especially as these are set out in the Constitution;
  - (c) be free to seek professional advice on specific issues, as it deems appropriate, subject to approval by the Board;
  - (d) refer to the strategic priorities for SET, as they relate to education, and these will always create the backdrop for the creation of every Agenda for Committee meetings;
  - (e) only make recommendations and/or offer advice to the Board whose task it is to ratify or not any proposals made;
  - (f) be bound by the same fiduciary requirements expected from Board members, including those relating to unauthorised disclosure of confidential information to a third party regarding all Committee discussions, as well as a declaration of conflict of interest on matters discussed.

**B. Composition of Education Committee**

- (a) The Education Committee will be appointed by the Board at its meeting in October of each year or as soon as possible thereafter and for a term of office that does not exceed one year. The existing members shall remain in place until re-appointed or replaced by the Board.
- (b) The Education Committee will be comprised of a minimum of two Directors appointed by the Board.
- (c) The Committee will be chaired by a Director so elected by the Committee.
- (d) The Education Officer of SET will be an ex officio member and will serve as Secretary to the Committee.
- (e) The Committee may recommend to the Board the co-option of no more than two experts who are non-Board members, chosen for their specific skill sets and in view

of the nature of the issues being discussed at the Committee. The decision in this regard shall be a matter for the Board.

- (f) The term of service for co-opted persons will be no longer than one year, and a co-opted person may be invited to renew his or her commitment for no more than one further year.
- (g) A quorum shall be no less than 50% of the membership, with the proviso that at least two Directors are present.
- (h) A vacancy occurring on the Governance Committee due to the resignation of a Director-member shall be notified immediately to the Board and filled at the earliest opportunity by the Board.

### **C. Principal Roles and Responsibilities**

1. To keep the Board informed of current developments in education, including new legislation and DES circulars, Catholic School Partnership, AMCSS and all relevant educational partners.
2. To advise the Board on communication/consultation required with our schools or any of the above.
3. To advise the Board on emerging education linked legislation – e.g. the Admissions Bill.
4. To liaise with the Ethos Committee regarding the delivery of Religious education/formation and the promotion of the Spiritan ethos across the formal and informal curriculum in our schools.
5. To advise the Board on ensuring compliance in relation to child safeguarding in our schools.
6. To make provision for value added supports and initiatives to school professional staff leadership, and board members.
7. The Committee ensures that there is adequate reporting to the Board of Directors of the activities of the executive in relation to these matters.

### **D. Conduct of Meetings**

The Education Committee

- (a) will meet no less than four times a year, or as often as is required to conduct its business, as determined by the Committee Chair; or as requested by the Board;
- (b) will generate and keep minutes of meetings, a copy of which is retained by the Executive of SET;
- (c) will report to the Board, in writing, at each meeting of the Board, normally through the Committee Chair.

These Terms of Reference will be reviewed by the Committee annually (normally in September or October), or sooner if needed, and must be presented to Board for its approval.