



Teaching and Learning Committee

Terms of Reference October 2017

1 Membership

- 1.1 The Committee will consist of up to 50% of the governing body, appointed annually at the first full Governing Body meeting each year.
- 1.2 The Head Teacher is a member of the committee.
- 1.3 If desired, other people with particular expertise or skills may be invited to attend meetings but will only be in attendance for the specific item on which they are giving advice or information and will not be entitled to vote.

2 Quorum

The quorum is three members of the committee.

3 Chair

The Chair will be elected by members of the committee at the first meeting each year.

4 Clerking/Minutes

Elaine Green is Clerk to Governors.

5 Meetings*

- 5.1 The Committee shall meet at least termly, or more frequently as may be required from time to time.
- 5.2 Frequency and dates for Committee meetings will be considered before the beginning of each school year as part of the annual cycle of full governing body and committee meetings, to ensure that a schedule exists for the academic year.
- 5.3 The Chair is responsible for setting the agenda which should be sent out at least 7 days prior to the date of the meeting. A shorter timescale may be given if the Chair decides an issue needs urgent attention. If the Chair is unable to attend a meeting, the Vice Chair will stand in.
- 5.4 Reports of meetings should be produced by the Clerk and approved at the next Committee meeting. Reports should contain a brief summary of the main points, conclusions and decisions reached. Committee reports form part of the public record of the school and are to be submitted to the

6 Responsibilities

6.1 The Committee will have delegated powers from the governing body to:

- Advise the governing body on its statutory obligations regarding the National Curriculum.
- Consider all curriculum policy documents and to report to the governing body on whether they have been adopted.
- With the assistance of staff, to provide information on how the curriculum is taught, evaluated and resourced.

6.2 Review and monitor the following policies:

Access to Education for Pupils with Medical Needs

Administering Medicines

Anti-Bullying Policy

Assessment Policy

Attendance Policy

Behaviour Policy

Code of Conduct (pupils)

Collective Worship

Confidentiality

Curriculum

Drugs (substance use and abuse)

Educational Visits

Food

Governors' visits protocol

Home School Agreement

Registration of Pupils

Sex Education

Special Educational Needs

Target Setting

6.3 Review a strategy for the development of SMSC (Social, Moral, Spiritual, Cultural and Britishness) provision within the curriculum and to monitor its effectiveness.

6.4 Set and monitor targets for pupil achievement.

6.5 Set and monitor targets for pupil attendance.

6.6 Consider complaints relating specifically to the curriculum and to advise the governing body.

6.7 To report to the full governing body at each of its meetings.


7 General

7.1 To review and monitor procedures that ensure that the School actively promotes inclusivity and that no pupil is discriminated against through reasons of gender, race, colour, faith, religion, social disadvantage or disability.

7.2 To receive and review an annual report on Child Protection prior to submission to the Governing Body.

- 7.3 To consider matters relating to the role of the school in the community, including public relations.
- 7.4 To plan and co-ordinate strategies by which the governing body can demonstrate its accountability and openness to parents, the local community and other stakeholders.
- 7.5 Review and evaluate appropriate sections of the Self Evaluation Form (SEF) and make recommendations to the Governing Body.
- 7.6 Review and evaluate appropriate sections of the School Development Plan and make recommendations to the governing body.
- 7.7 To review any current OFSTED developments as appropriate.
- 7.8 To take action on all teaching and learning matters, items associated with pupils' safety and welfare and the promotion of a happy environment for pupils and staff as delegated by the Governing Body.
- 8 **Declaration of Interests**
- 8.1 Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting.
- 8.2 If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

The full governing body agreed these terms of reference on 30/1/18

Signature 
Renewal