

Terms of Reference and Annual Report Teaching, Learning and Standards Committee 2018-2019

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School/Academy Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

Quorum will be three governor members of the committee, two of whom must be Governors, and one must be the Head Teacher or acting Head Teacher.

Meetings

- The Teaching, Learning and Standards Committee will meet at least once each term. Additional meetings will be held as required
- The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- The committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Annual Review

The Terms of Reference will be reviewed annually, normally at the first meeting of the Full Governing Body in the Autumn Term.

Membership

Members of the Committee will be decided by the Full Governing Body and the Chair appointed at the first meeting of the Autumn Term. Membership shall consist of not less than three Governors, plus the Head Teacher or acting Head Teacher.

The Committee shall have such co-opted, non-voting members, as the Governing Body shall appoint. The Committee may make recommendations for these appointments.

Reporting

This will normally be through the circulation of Minutes, and updated workplan to all Governors at the next meeting of the full Governing Body. Throughout the year the Curriculum Committee records actions taken to meet the Terms of Reference and the work plan.

At the end of the academic year, the Curriculum Committee prepares an annual report and submits this to the full Governing Body meeting.

Purpose and Responsibilities of the TLS committee

The Governing Body has delegated specific responsibilities to the Teaching, Learning and Standards Committee. The Teaching, Learning and Standards Committee is responsible for:

- Holding the headteacher to account for the educational performance of the school and its pupils
- monitoring implementation of the SIDP/SEF in aspects relevant to teaching, learning and standards
- Ensuring a broad and balanced curriculum is offered to all children, under the Ofsted judgements of Intent, Implementation and Impact
- Monitoring the Pupil Premium spend and plan to ensure good progress for children in receipt of PP
- Ensuring the SEND CoP is adhered to enabling good educational outcomes for children with additional needs
- Monitoring behaviour and inclusion, including relevant policies, and attendance and exclusions
- Schools monitoring of teaching & learning
- Policies relating to the raising of standards of achievement are in place and adhered to
- Guidelines and requirements laid down under relevant Education Acts and other statutory duties are met

These responsibilities will be met by carrying out the scrutiny, evaluation and monitoring of:

- Information from the Head Teacher and staff about how the curriculum is taught assessed and resourced.
- Policies, intervention and provision for all children especially the vulnerable and disadvantaged.
- Data and gap analysis of school performance
- Management of pupil behaviour and inclusion
- Pupil voice/questionnaires

Teaching, Learning and Standards Committee 2017-2018

Membership

Louise Willard (Headteacher)
Diana Boyd (Chair)
Phil Kelly
Christine McNeill
Laura Haynes-Copp
Natalie Dodds
Sue Margolis

Meeting dates

Autumn term 3 December
Spring Term 6 February
Summer term 30 April