



Bishopstone C.E. Primary School

Performance and Standards Committee Terms of Reference

1. Purpose of committee

The overarching purpose of the Committee is to ensure that the Headteacher performs her responsibilities for the educational performance of the school and its pupils. This includes:

- providing challenge and holding the Headteacher to account for the standards achieved by **all** pupils in the school – pupil attainment and progress, closing the gap for under-achieving groups and pupil behaviour and safety;
- holding the Headteacher to account for improving the quality of teaching as an essential route to improving standards; and contributing to the school's self-evaluation and understanding its strengths and weaknesses, including the impact of the GB's own work.

The committee has delegated powers to carry out the following specific tasks, but must report back to the full governing body on matters which require a formal decision/vote. The committee should keep the Full Governing Body informed on these matters, in particular related to school achievement and progress data.

- To monitor pupil development, achievement & progress data.
- To develop an understanding of assessment data and how it compares with the national picture as well as similar schools.
- Ensure National Curriculum (NC) and EYFS Curriculum taught to all pupils (monitoring curriculum).
- To agree or reject, monitor and modify curriculum policy.
- To ensure that the school is in session for 380 sessions in a school year. (190 days)
- Provision of sex education – make and keep up to date an annual written policy.
- To review amend and ratify curriculum policies.
- To review (amend) and monitor annually the school's SEN policy. Tracking the progress of all SEN children.
- To review (amend) and monitor the governing body's other policies to ensure inclusion (in regard to gender, social disadvantage, race equality and disability discrimination).
- Ensuring provision of RE in line with school's basic curriculum. (Monitoring)
- To adopt and annually review of home-school agreements.
- Extended schools - Review after school provision – School clubs.
- Ensure information required by the DFE is available on the school web-site.
- To review and monitor pupil premium children progress (Accounting for Resources Committee to review spending related to pupil premium children).
- To review and track the implementation and progress against the SIP and report to the full governing body
- To receive feedback from the parental annual questionnaire and review/provide recommendations
- Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the governing body.
- Contribute to governing body and school self-review with particular reference to OFSTED Self Evaluation Forms.
- Monitor and evaluate appropriate sections of the School Improvement Action Plan.
- Prepare for the governing body any appropriate report to parents (or others) on matters relating to the work of the committee.



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2. Committee Membership and Meetings

- Headteachers and or members of the senior leadership team can be appointed as ex-officio members of this committee, together at least 3 other Governors.
- Additional attendees can be invited to assist or advise on a particular matter or range of issues. Any governor may attend meetings of committees.
- The membership will be agreed annually at the first meeting of the board in the autumn term (Headteachers to confirm ex-officio members at this time.
- The chair shall be elected by the committee on an annual basis at its first meeting in the autumn term. If the chair is absent from a meeting the committee will elect a temporary replacement. No employee can be a chair.
- The quorum for each committee meeting is fixed at 4 members of which 3 must be eligible to vote.
- Only governors who are members of the committee may vote and where necessary, the committee chair may have a second or casting vote.
- The committee must meet at least 5 times each academic year and as often thereafter as is necessary to fulfil its responsibilities.
- The agenda and supporting papers are to be circulated at least 7 days before each committee meeting. A formal record of the meeting will be maintained and this along with a chair's summary must be circulated as part of the agenda and papers of the next Board meeting.

Membership – 3+ Governors and the Head Teacher

3. **Policies and Procedures assigned to this committee** are :(to be developed)

4. **Reporting to Governing Body**

Produce committee reports using the full range of monitoring information available to provide an overview and highlighting aims, opportunities, targets or provisions which are not being met or are a cause for concerns and need to be addressed. Contribute to the clarity of vision, ethos and strategic direction of the school.

Agreed by the Full Governing Body on 14 October 2014

Signed (Chair)G. May..... Dated14.10.14.....

Review Date14.10.15.....

(Signed hard copy on file)