

St. BARTHOLOMEW'S SCHOOL

GOVERNING BODY

TEACHING & LEARNING COMMITTEE

Terms of Reference 2019/20



Teaching & Learning Committee: Terms of Reference

1. Membership

The committee shall consist of five named governors, including the headteacher, to be appointed by the full governing body.

2. Quorum

Three governors must be present, including the headteacher. In the absence of the headteacher, the quorum will be three governors and the deputy headteacher.

3. Clerking

Each meeting of the committee must be clerked, who will be the clerk to governors.

4. Associate members

Associate members are appointed by the committee or full governing body and have full voting rights on this committee.

5. Purpose of committee

a) To ensure, on behalf of the governing body, that the strategic responsibility to raise standards is acted upon and all statutory requirements are met and that performance management for Headteacher and all staff is in place and effective - *To be considered at every meeting*

b) To review and analyse the performance of the school against national and local indicators, and to advise the governing body on any action required in order to sustain improvement - *To be considered at the Spring term meeting*

c) To ensure that the School Improvement Plan reflects the requirement to raise standards, and to monitor and evaluate it accordingly - *To be considered at every meeting*

d) To maintain the implementation of any action plan resulting from an Ofsted or SIAMS inspection in order to maintain progress - *To be considered at the Summer term meeting*

e) To establish, with assistance of the headteacher and subject co-ordinators, information about how the curriculum is taught, evaluated and resourced and to ensure the school maintains and delivers a broad and balanced curriculum in line with the legal framework -

St. BARTHOLOMEW'S SCHOOL

GOVERNING BODY

TEACHING & LEARNING COMMITTEE

Terms of Reference 2019/20

Subject Leaders to attend summer term meetings to report on their subject as it comes up for review

f) To advise the Resources Committee on resources that are needed to meet the needs of the whole curriculum, and the sustainability of the non-statutory elements - *To be considered as required*

g) To receive updates from the headteacher and/or senior leadership team on the quality of teaching and learning at every meeting; to identify areas for improvement, and to ensure that any necessary action is taken to maximise outcomes for pupils

h) To ensure that annual assessment and examination arrangements comply with national requirements - *To be considered annually in the Spring term*

i) To ensure that requirements of pupils with varying levels of ability, from the more able to those with special needs are met, and that all pupils including disadvantaged make at least good progress - *To be considered at every meeting*

j) To monitor the effectiveness of all the school's teaching and learning and curriculum policies, taking account of statutory guidance where appropriate; to make representations to the full governing body for changes as necessary, including:

- The provision for collective worship and RE in line with Diocesan guidelines
- The school's policy on sex education
- The school's policy on charging and remissions
- The school's policy on special educational needs and
- The school's policy for PSHE and citizenship

k) To ensure that regard is paid to pupils' spiritual, moral, social, emotional and cultural development.

l) To ensure that there are effective and enforceable policies on child protection, bullying and racial issues and that all pupils have confidence that these issues will be dealt with in an appropriate manner

m) To monitor the impact of Pupil Premium funding on the achievement and attainment of pupils; to ensure that the Pupil Premium funding is spent appropriately and that this information is easily accessible, including on the school's website - *To be considered annually in the Autumn term*

St. BARTHOLOMEW'S SCHOOL

GOVERNING BODY

TEACHING & LEARNING COMMITTEE

Terms of Reference 2019/20

n) To consult with and provide information to parents and the wider community on matters relating to children, learning and the curriculum parental and community opportunities; to consider consultation responses from parents/carers and the local community - *To take place twice a year at Parent's evenings*

6. Meetings

Committee meetings will be held as required, but at least once a term. The clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within agreed timescales and published on the website once agreed.

The committee will liaise with the Resources Committee and invite their members to attend if appropriate. Any matters which may be in conflict with the work of the Resources Committee must be referred to the full governing body.

These terms of reference agreed by the Governing Body	04.12.19
--	----------

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Francesca Urquhart	G	27.09.17
Ian Beggs	G	27.09.17
Fiona Keeling	AM	27.09.17
Anthony Firmin	G	18.10.18
Daniel MacIntyre	G	08.05.19
Katie Blood (Headteacher)		
Ex-officio members: Katie Blood		

Chair of the Committee	Anthony Firmin
Vice-Chair	

Clerk to the Committee	Tom Way
------------------------	---------

Quorum (minimum of 2, committee can determine higher number the Headteacher is not included in the quorum)	2 (excluding Headteacher)
--	---------------------------

Date Resources Sub-Committee established	27.09.17
--	----------