

West Monkton
Education Committee
Terms of Reference

Membership and appointment

Any governor can be a member of the Education Committee. Appointments to the Committee will be reviewed by the GB on an annual basis and/or at other times as appropriate.

Details of committee membership are set out in Appendix A.

Chairing

Any governor can be the Chair of the committee. The committee will determine its Chair and Vice Chair annually in preparation for the new academic year and/or at other times as required.

Information on committee officers is set out in Appendix A.

Link Governors

The committee will determine its link governors annually in preparation for the new academic year and/or at other times as required.

Information on link governors is set out in Appendix A.

Frequency of meetings and quorum

The committee will meet every half term throughout the academic year. The quorum for the committee will be three governors who are members of the committee. The committee may recommend to the GB that the quorum is increased if the number of committee members increases.

Clerking

Each committee must be clerked. The clerk can be the clerk to the FGB, a governor or an employee at the school, can not be the Head Teacher.

Attendance at meetings

Any member of the governing body has the right to attend meetings of the committee. The committee will also invite subject co-ordinators to attend its meetings where appropriate.

Records of meetings and reporting mechanism

Minutes of committee meetings will be taken by the clerk to the governing body. Minutes of committee meetings will be circulated by the clerk to all members of the FGB with the agenda for the next full FGB meeting and the committee chair will provide a verbal summary.

Functions and delegated authority

The purpose of the committee is to consider, report back and make recommendations to the GB on issues relating to educational standards, the school curriculum and statutory requirements.

The committee will review its terms of reference in the summer term and will recommend them for approval by the full FGB at its first business meeting of the academic year.

Policies delegated to the committee will be reviewed and approved by the committee on behalf of the GB

The committee's current membership and work planner are set out in Appendix A.

The committee's policy review programme is set out in Appendix B.

Appendix A

West Monkton School - Education Committee

Committee Membership, Officers and Link Governors

September 2014 - July 2015

As of 1st July, where it was agreed at the FGB the membership of the committee was confirmed as

Officers and Link Governors

Chair	Tony Blackshaw
Vice Chair/Literacy	Dawn Watts
Clerk	Ann Bebbington
Literacy	Dawn watts
Maths	James Stone
Head	Ian Robinson
SEN/Pupil Premium/Child Protection/Training	Jo Lowe

Work Planner

The committee will consider the following standard agenda items:

Progress reports from the headteacher/senior leadership team/subject co-ordinators on

Curriculum related priorities in the SDP

Systems for assessing, recording and reporting pupil attainment and progress.

Pupil performance – using comparative data to assess the school's progress in narrowing the achievement gap between Vulnerable Groups of pupils and their peers.

Lesson observations – linked to priorities in the School Development Plan

Policies delegated to the committee will be reviewed and approved by the committee on behalf of the GB – subject to the 'two week rule' which allows all governors the opportunity to comment on proposed changes.

To review and analyse the performance of the school against national indicators, and to advise the Governing body on any action required in order to sustain improvements.

To establish and keep under review arrangements for Governors' visits to school.

To consider and advise the governing body on standards and other matters relating to the school curriculum, including statutory requirements and the school curriculum policy.

Reports from link governors on specific areas of provision and the impact on the SDP. To ensure the SDP reflects the requirements to raise standards, and to monitor and evaluate it accordingly.

To ensure that the pupil premium funding is spent appropriately, and monitor the impact and that this information is easily accessible (school website)

Additional items will be added to the agenda as required by the committee and/or on the advice of the Headteacher.

APPENDIX B

West Monkton School

Education Committee

**Review of policies
(Policies can be found on SLP)**

Please refer to The Policy Review Schedule for all statutory and non-statutory policies and documents to be reviewed at the Business Committee

This document was reviewed by the committee on.....

and approved by the FGB on.....