

Standards and Effectiveness Committee – Terms of Reference

Governing bodies often find it useful to set up a committee to monitor the progress of the school improvement plan, usually known as the Standards and Effectiveness committee. In some schools, this also takes on the roles and functions of the curriculum committee in order to avoid duplication and additional workload.

Standards and Effectiveness Committee

Terms of Reference

Membership

The committee shall consist of 5 governors including the head teacher and chair of Governors. Non-voting participants may be invited to meetings by the Committee as and when required. These will include:

- senior leaders
- middle leaders
- school advisers
- special support advisers (if the school is designated as having special support)

The committee will be appoint its own chair who should not be the head teacher.

The membership of the committee will be reviewed and determined annually by the governing body and recorded in the minutes of that governing body meeting.

The governing body will appoint a clerk to the committee, who will not be another governor.

The committee should seek external advice as appropriate, and in the case of a school requiring special support then the MIT adviser will have a standing invitation to attend the committee and has a duty to report to it. The school adviser will also attend as appropriate.

Quorum

The quorum shall be 2 governors in addition to the head teacher.

Meetings

The clerk to the committee shall be responsible for convening meetings of the committee. Procedures of any meeting held must be minuted and the minutes presented at the next meeting of the governing body.

The committee shall meet at least once each term and otherwise as required.

Responsibilities

The main function of the committee is to monitor and evaluate the standards and achievement of the school and the quality of education provided.

In particular, the committee will:

- monitor and evaluate progress in meeting the key targets identified in the School Improvement Plan
- monitor and evaluate the impact of the school improvement plan, curriculum policies and planning on the key areas of Achievement, Quality of Teaching, Leadership and Management and Behaviour and Safety;

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- monitor pupil progress in relation to the targets set and with specific reference to particular groups;
- receive and critically review school performance data including that from the Lancashire School Improvement Profile, Fischer Family Trust and RAISE online;
- monitor the progress and evaluate the impact of support received from the LA or other bought in services;
- monitor and evaluate aspects of the school's provision e.g. pastoral care, guidance and support, leadership and management, SEN and inclusion, attendance and safeguarding;
- ensure members of the committee and other governors have a clear understanding of the vision and aims and strengths and weaknesses of the school so they can actively contribute to the completion of the Record of School Evaluation (RoSE) or other self-evaluation methods;
- request and receive reports, as and when required, from key members of staff e.g. curriculum leaders and senior leaders;
- ensure that committee members and other governors keep themselves informed of the key initiatives and take part in appropriate training and development activities;
- contribute to the preparation of any appropriate action or development plans.