Hevingham and Marsham Primary Schools

Teaching and Learning Committee – Terms of Reference

Quality of Teaching, Learning and Assessment

Based on the School Governance (Procedures) (England) Regulations 2013

The governing board can delegate any of its statutory functions to a committee, subject to prescribed restrictions. The full governing board shall agree the level of delegation to this committee

Teaching and Learning Committee
It was resolved by the governing board on 8th July 2015 that a Teaching and Learning Committee be constituted and that it should be governed by the following Terms of Reference.

Membership
The governing board shall determine and review annually at the first meeting of the school year, the terms of reference, constitution and membership of the committee.

Name of Governor	Date appointed to Committee
David Hagan-Palmer (Chair of Committee)	15th March 2017
Lydia Board (Headteacher)	8th July 2015
Vicki Millington	14th October 2015
Samuel Gibbons	5th October 2016
Alan Price	8th July 2015

Chair
The Chair of the committee will be appointed by the full governing board.

Attendance
Members of the committee and the clerk to the committee have a right to attend committee meetings. The governing board or committee may allow other persons to attend.

Quorum
The quorum for committee meetings shall be at least three governors, who are members of the committee. (The committee shall not meet without the Headteacher, or a substitute nominated by the Headteacher, being present.)

Meetings
The committee shall meet at least once a term and more often if required. Dates for the year will be set at the first meeting of the year.

Clerking
The governing board shall appoint a clerk to the committee, who will not be the Headteacher.

Responsibilities

1. To monitor progress on the relevant key issues for action post-OFSTED and/or relevant priorities in the School Improvement Development Plan. To evaluate their effectiveness and set new targets.

2. To consider and advise the governing board on standards of attainment and progress for all children and specified groups (including LAC).

3. To monitor tracking systems for the progress of groups of pupils.

4. To consider and advise the governing board on whole school assessment procedures – formative and summative test results.

5. To consider curricular issues which have implications for other sub-committee decisions and to make recommendations to the relevant committees or the Governing Board.

6. To make arrangements for the Governing Board to be represented at School Improvement discussions with the LA and other external partners and for reports to be received by the Governing Board.

7. To oversee the monitoring and evaluation of the quality of teaching and learning with specific governors responsible for English, Maths, Science, EYFS and SEND. To receive regular reports from them and advise the Governing Board.

8. To oversee arrangements for educational visits, including the appointment of a named co-ordinator.

9. To attend or commission appropriate governor training

10. To report to the full governing board at each of its meetings