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Hevingham and Marsham Primary School Partnership

Teaching and Learning Committee

Terms of Reference

Personal Development, Teaching, Learning, Assessment and Behaviour and Outcomes for Pupils

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 4th July 2018 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.

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 ensure the school's curriculum, including statutory requirements, is broad and balanced and meets the needs of all children.
3. To monitor the outcomes for pupils.
4. To monitor attendance, punctuality, bullying and racist incidents, exclusions – fixed and permanent and ensure timely reporting to governors and other relevant bodies.
5. To monitor school systems to ensure high standards of learning behaviour and preparation for the next stage of education, employment or training.
6. To monitor the effective provision of spiritual, moral, social and cultural development (SMSC) to include British Democracy.
7. To oversee the statutory duty of safeguarding including child protection procedures, e-safety and safer recruitment.
8. To monitor how effectively the school keeps children safe from the dangers of radicalisation and extremism.
9. To monitor the engagement of the school with parents, carers and other stakeholders to support all children.
10. To consider and advise the governing board on standards of attainment and progress for all children and specified groups (including LAC).
11. To monitor tracking systems for the progress of groups of pupils.
12. To consider and advise the governing board on whole school assessment procedures – formative and summative test results.
13. To consider curricular issues which have implications for other sub-committee decisions and to make recommendations to the relevant committees or the governing board.
14. 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.
15. 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.
16. To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
17. To attend or commission appropriate governor training.
18. To report to the full governing board at each of its meetings.