

Teaching and Learning Committee 2017/18

Terms of Reference

Meetings

The committee will meet once per term plus additional meetings will be convened if required, by exception and with the agreement of the Clerk and Chair.

The agenda and all paperwork relating to a committee meeting will be circulated 7 days prior to each meeting.

All committee meetings will be formally minuted. The minutes will be circulated to all Governors with the agenda of the next Board of Governors meeting.

The Chair of the committee will lead the preparation of any requested report on matters relating to the work of the committee, for the Board of Governors.

Quorum

The committee will be quorate when 50% of the members are present and at least 2 of those are non-school employed Governors.

Committee Chair

The Chair is elected each year by the Full Governing Body. For the academic year 2017/18 the committee will be chaired by **Marie Tormey**. If the chair is absent from a meeting, **Petrina North** the Vice Chair, will run the meeting.

Committee Aims

This committee oversees the provision of a high quality, broad and balanced curriculum.

Specifically, this committee aims to:

- Promote and maintain high quality teaching and learning for all students.
- Assist the governing body with its understanding of the curriculum, current performance trends and development needs within each curriculum area.
- Work with the Head Teacher and staff to evaluate curriculum provision and standards of attainment throughout the School.
- Review data to ensure continued and improving standards of achievement.

The **objectives** of the Teaching and Learning Committee are to:

- Ensure that strategies are in place to raise achievement for all pupils
- Ensure there is evidence of high quality teaching and learning across all year groups
- Ensure that strategies are in place to raise achievement for all pupils
- Ensure there is evidence of reliable assessment and high quality tracking information for all learners
- Ensure the school has a curriculum that satisfies statutory requirements and meets the pupils' needs, including extension and enrichment activities
- Deal with complaints about governing body actions in the National Curriculum and in accordance with the school's complaints procedure
- Monitor and advise the governing body on the implementation of the school's policy on school visits and learning outside the classroom

Key Responsibilities

The committee has delegated powers to carry out the following specific tasks:

- Review and approve policies delegated to this committee, ensuring that they support the Trust and school's principles of equality and inclusion and establish high expectations for improving outcomes for all students.

The policies are;

- Teaching and Learning
- Equality *
- Special Educational Needs*
- Pupil Premium
- Inclusive Education for Looked after Children
- Gifted and Talented
- Attendance
- Collective Worship*
- Sex Education
- Prevent
- Exclusions
- Educational Visits
- Exams
- Parental Complaints

*Indicates that the policy is statutory

- Ensure compliance with any legislation relating to teaching and learning
- Consider resource allocations and value for money at all stages of curriculum planning and implementation.
- Identify annual Equality objectives and ensure that progress is being made against them, publishing this information annually.

- Monitor the identification and assessment of Special Educational Needs. (SEN), and the provision for those pupils, to help ensure they are enabled to secure the best possible educational outcomes.
- Agree, in consultation with the Head Teacher, statutory and other targets for the achievement of students at Key Stages for recommendation to the Board of Governors.
- Review pupil progress through consideration of data (including RAISE Online), and assessment information – specific focus will be given to Pupil Premium (PP), SEN and Looked After Children (LAC)
- Review national and local benchmark information and compare to school performance data.
- Monitor and review strategies for improvement and evaluate the effectiveness of relevant sections of the School Development Plan.
- Ensure that staff performance management systems are in place and being effectively applied to monitor progress towards targets, identify and address areas for development and evaluate the impact of teaching.
- Monitor the impact of the quality of teaching on progress and standards.
- Ensure that any actions from reports e.g. OFSTED, that fall under the remit of this committee, are addressed.
- Monitor and make recommendations for improvement to the engagement of students and parents to support student's learning and encourage commitment to the Home School Agreement.
- Monitor the provision of information to parents on academic progress, and engagement of parents in students learning.

Standard Items for each meeting;

- **Faculty Inspection Reports/Presentations** – schedule agreed at the start of the academic year.
- Detailed **update on progress & predicted outcomes**, including specifically for Pupil Premium (PP), Looked After Children (LAC) and students with Special Educational Needs (SEN)
- **Safeguarding** Report
- **Student Attendance** Update
- Update on **Staff Performance Management** – including numbers of staff on support plans and action being taken.
- **Exclusions** Update