

Bishop Wood School

Terms of reference – teaching and learning committee

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To report back and make recommendations for action to the full governing body for matters within its terms of reference.
- To contribute to the School Improvement Plan.
- To form and oversee ad hoc project committees as required for specific matters within its terms of reference, for example major building developments.
- When undertaking all committee functions, to consider the implications for the welfare and educational needs of all pupils, having due regard for safeguarding responsibilities and equalities legislation.

Membership & Quorum

- Membership of the committee is open to all governors.
- The full governing body may appoint non-governors to serve on the committee for a period of a year, which is renewable indefinitely.
- The full governing body will establish the membership with due regard for the skills relevant to the work of the committee.
- The quorum for all meetings is three governor members of the committee.

Meetings

- The committee will hold two meetings a term.
- The Committee meetings will not be open to the public but minutes shall be made available, except for Information relating to a named person or any other matter that the committee considers confidential.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).
- The draft minutes of each meeting will be tabled for approval and signature at the next committee meeting and circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Policies

- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers
- Policy Review Responsibilities:
 - Homework Policy
 - Home-school agreement
 - Marking, feedback and presentation policy
 - Curriculum statement
 - Sex and relationships education policy
 - Assessment policy
 - Attendance policy (*pupils*)
 - Equality and objectives statement

Curriculum planning and delivery

- To review, monitor and evaluate the curriculum offered
- To recommend for approval to the full governing body the:
 - Self-evaluation form
 - School Development/Improvement Plan
 - Targets for school improvement to the governing body
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEN governor (where appointed).

Assessment and improvement

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To monitor and evaluate pupil attendance.
- To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.

Engagement

- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- (To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way)