



TLC

TERMS OF REFERENCE

REVIEWED BY TLC : MAY 2024

MINUTE NUMBER APPROVAL : 1991/2

NEXT REVIEW DATE : MAY 2025

Composition

A minimum of three members of the Governing Body.

The Governing Body must determine the membership and proceedings of any committee. The Governing Body must also review the establishment, terms of reference, constitution and membership of any committee annually. The membership of any committee may include associate members, provided that a majority of members of the committee are governors. Each committee must have a Chair, who is either appointed by the Governing Body or elected by the committee. The Governing Body may remove the Chair of a committee from office at any time.

Quorum

The quorum for the meeting of this committee shall not be less than half the members of the Governing Body.

Terms of Reference

- 1.To plan, monitor and review the academic and pastoral arrangements of the school in order to ensure that the school maintains and delivers a broad and balanced curriculum in keeping with the aims of the school.
- 2.To monitor the provision of the National Curriculum and its assessment procedures in line with the legal framework
- 3.To ensure that the school leadership has appropriate systems for monitoring and evaluating the quality of teaching and learning within the school
- 4.To agree priorities for curriculum development and teaching and learning through critical discussions of Self Evaluation [SE] in collaboration with Headteacher and Staff. To ensure Governors have an awareness of the barriers to learning specific to the school. eg attendance, behaviour.
- 5.To receive reports on and critically discuss the effectiveness of all the school's teaching and learning and curriculum policies. taking account of statutory guidance where appropriate. To make representations to the Full Governing Body for changes as necessary including:
 - i) the provision of collective worship and RE in line with the locally agreed syllabus
 - ii) the school's policy on sex education
- 6.To ensure Governors have a clear understanding of the school's performance data and an accurate view of how well pupils and groups of pupils are achieving compared with those in other schools
- 7.To ensure pupils are making appropriate progress towards targets. This may include discussion of performance data including databook and the school's own tracking data system
- 8.To consult with and provide information to parents and the wider community on matters relating to teaching and learning and the curriculum.

9. To ensure all pupils, particularly those in vulnerable groups SEND, CIC and those in receipt of FSM etc make good progress in relation to individual needs and abilities through flexible and effective use of the resources available in the school. Expectations for learning for groups of pupils are high and pupils participate fully in all aspects of school life.

10. To consider and give advice on any matters involving the curriculum referred to it by the Governing Body

Delegated Functions Overview

The following functions can be delegated to a committee, but cannot be delegated to an individual:

1. Functions relating to the alteration, discontinuance or change of category of maintained schools;
2. Functions relating to the approval of the first formal budget plan of the financial year;
3. Functions relating to school discipline policies;
4. Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
5. Functions relating to admissions.

Appointment of Chair and Clerk

The appointment of the Chair of the committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year

Minutes

A written record should be kept of the meeting of the committee including details of those present. Through the Clerk of the Governing Body a copy of these minutes are put on the portal for all Governors to view.

Convening Meetings

A meeting shall be convened at the request of the Chair, the Headteacher or any two of the members of the committee. Every member of the committee and the Headteacher shall be given at least seven days clear notice of the committee meetings.