

Teaching, Learning and Safeguarding Committee

Part 1 - Constitution & Proceedings

1.1 Membership

A minimum of six Governors including the following ex-officio members:

- The Headteacher
- The Chair of Governors

The committee has the delegated power to invite non-governors to meetings. It can also set-up its own working parties.

1.2 Committee Chair and Vice-Chair

To be elected annually at the first meeting in the Autumn Term.

1.3 Quorum

A quorum for this committee shall be 50% of members.

1.4 Meetings

As required in consultation with the Headteacher, but at least once a term.

1.5 Agenda

To be set by the Committee Chair, Headteacher and Chair of Governors in consultation with the Clerk to the Governors, and circulated to committee members at least seven days prior to the meeting.

Any governor may request that an item be placed on the agenda, which will be subject to prior discussion with the Committee Chair.

1.6 Clerking Arrangements

The Clerk to the Committee shall take the minutes and write them up. They shall be submitted to the Headteacher and the Chair of the Committee within 14 days, for circulation as appropriate. (Confidential items must be on green paper)

1.7 Review of Constitution & Terms of Reference

Annually, at the first meeting in the Autumn Term

Part 2 - Terms of Reference

The following responsibilities have been delegated to this committee by the full Governing Body:

1. To advise governors on all matters relating to the curriculum.
2. To monitor the implementation and delivery of the curriculum.

3. To review and monitor relevant policies.
4. To review and monitor relevant areas of the School Improvement Plan
5. To review and monitor all self-evaluation by the School
6. To agree, in consultation with the Headteacher, statutory and other targets for the achievement of students at Key Stages 1 and 2 for recommendation to the Governing Body.
7. To monitor the following and take action as appropriate:
 - a) The National Curriculum
 - b) Pupil Attainment, including comparison with national standards
 - c) learning and progress across year groups of different groups of pupils
 - d) acquisition of skills, understanding and knowledge in a wide range of subjects
 - e) Provision for and achievement of minorities, SEND and vulnerable groups
 - f) Provision for and achievement of more able students
 - g) Lesson Planning
 - h) Teaching strategies
 - i) Targeting and challenging
 - j) Engagement of children
 - k) Engagement of parents in supporting student's learning, including the Home School Agreement
 - l) Learning to learn
 - m) Marking, feedback and reporting
 - n) Special Educational Needs
8. To monitor the Local Authority's duties and responsibilities relating to the assessment, statementing and review of children with special educational needs.
9. To review when appropriate the assessment arrangements for students at the end of each key stage.
10. To ensure that Safeguarding is robust, including school site safety, and all necessary training and processes are followed.
11. To monitor the procedure for parental complaints about curriculum provision.
12. To monitor the provision of information to parents on academic progress, and engagement of parents in students learning.
13. To monitor the performance of the curriculum in relation to overall standards and the achievement and attainment of students for:
 - All curriculum subjects
 - Vulnerable groups including SEN, LAC, more able children
14. To highlight any teacher staffing or financial issues to the Leadership, Management and Resource Committee.
15. Social

1. To monitor and evaluate the School's provision for:
 - a. How pupils and staff relate positively to others;
 - b. How pupils and staff participate fully and take responsibility for themselves in the classroom and in the wider School community;
 - c. How pupils use appropriate behaviour, according to situations;
 - d. How the School engages with parents, partners and other agencies;
 - e. exercising personal responsibility and initiative;
 - f. The effectiveness in preparing pupils for life in a modern democratic Britain and a global society.

16. Moral

2. To monitor and evaluate the School's provision for:
 - a. Encouraging pupils to understand the principles lying behind decisions and actions;
 - b. Encouraging pupils to be able to take moral decisions for themselves;
 - c. Pupils assuming moral responsibility through belief and conviction;
 - d. Encouraging pupils to be able to distinguish between right and wrong.

17. Spiritual

3. To monitor and evaluate the School's provision for:
 - a. Pupil's ability to listen and be still;
 - b. The ability to sense the special nature of human relationships;
 - c. The ability to reflect.

18. Cultural Development

4. To monitor and evaluate the School's provision for:
 - a. Developing a sense of belonging to pupils' own culture and being proud of their cultural background;
 - b. Pupils responding to cultural events;
 - c. Pupils to share different cultural experiences;
 - d. Pupils to respect different cultural and faith traditions;
 - e. Pupils to understand codes of behaviour, fitting to cultural tradition;
 - f. Opportunities to explore other cultures and beliefs.

Part 3 – Programme of Work

Autumn Term	<ul style="list-style-type: none"> • Looked After Children report • Target setting (including attendance) • School Achievement Review • Exam/SAT results • School performance data (i.e. RaiseOnline, Fisher Family Trust)
-------------	---

	<ul style="list-style-type: none"> • Review Terms of Reference •
Spring Term	<ul style="list-style-type: none"> • Consider curriculum implications of budget/liase with Leadership and Management Committees as necessary
Summer Term	<ul style="list-style-type: none"> • Agree the placement of Teachers and Support Staff for the following academic year.
Termly	<ul style="list-style-type: none"> • Link governor reports • School Effectiveness Framework • School Improvement Plan (SIP) • Policy review • Headteacher report –curriculum issues, inclusion, enrichment activities, extended provision, teacher assessments undertaken. • Literacy Co-ordinator report – monitoring, progress, attainment, strategies and developmental plans. • Numeracy Co-ordinator report – monitoring, progress, attainment, strategies and developmental plans. • Update Report – SEN, Middle Achievers, Gifted and Able.
Annually	<ul style="list-style-type: none"> • SEN policy and compliance with SENCo, including publicising to parents. • Home/school links, including home/school agreement • Implementation of national curriculum • Review and evaluate curricular component of SIP, input to new SIP • Presentation from a Curriculum Co-ordinator • Sign off School Effectiveness Framework • Report on compliance with statutory curriculum requirements including conducting assessments and forwarding results of this and a report in educational achievements of each pupil to parents.
Ad Hoc	<ul style="list-style-type: none"> • PHSE (including drugs and sex education) • English as an additional language • Complaints about the curriculum

Part 3 – Programme of Work

Autumn Term	<ul style="list-style-type: none">• Review Terms of Reference
Spring Term	<ul style="list-style-type: none">• Consider curriculum implications of budget/liaise with Leadership and Management Committee as necessary
Summer Term	<ul style="list-style-type: none">• School prospectus• School profile
Termly	<ul style="list-style-type: none">• Link governor reports• School Self Evaluation• School Improvement Plan (SIP)• Child protection• Policy review• Headteacher's report – exclusions, behaviour, extended provision, premises issues, health and safety issues including fire drill, accident reports, dangerous occurrences, inspections and reviews, risk assessment undertaken, testing and maintenance of equipment, cleaning and grounds maintenance
Annually	<ul style="list-style-type: none">• Pupils' personal, social and emotional development• Behaviour/discipline policy• Home/school links, including home/school agreement• Audit of the school premises and equipment
Ad Hoc	

Leadership and Management Committee

Part 1 - Constitution & Proceedings

1.1 Membership

A minimum of six Governors including the following ex-officio members:

- The Headteacher
- The Chair of Governors

The committee has the delegated power to invite non-governors to meetings. It can also set-up its own working parties.

There is also a Reviewer, who is not a member of the Committee, but deals with any disputes arising from the Performance Review of the Headteacher.

Any Committee Member who is employed in School in any capacity (other than the Headteacher) must withdraw while the performance or pay of other members of staff is discussed. The Headteacher must withdraw from the meeting while their pay is discussed

1.2 Committee Chair and Vice-Chair

To be elected annually at the first meeting in the Autumn Term.

1.3 Quorum

A quorum for this committee shall be 50% of members.

1.4 Meetings

As required in consultation with the Headteacher, but at least once a term.

1.5 Agenda

To be set by the Committee Chair, Headteacher and Chair of Governors in consultation with the Clerk to the Committee, and circulated to committee members at least seven days prior to the meeting.

Any governor may request that an item be placed on the agenda, which will be subject to prior discussion with the Committee Chair.

1.6 Clerking Arrangements

The Clerk to the Committee shall take the minutes and write them up. They shall be submitted to the Headteacher and the Chair of the Committee within 14 days, for circulation as appropriate. (Confidential items must be on green paper)

1.7 Review of Constitution & Terms of Reference

Annually, at the first meeting in the Autumn Term

Part 2 - Terms of Reference

The following responsibilities have been delegated to this committee by the full Governing Body:

1. Finance

[As per current terms of reference – *to add in*]

2. Personnel

- a. To consider matters relating to the School Teachers' Pay & Conditions of Service.
- b. To deal with matters to all personnel matters for teaching and non-teaching staff, including:
 - Staffing structure
 - Performance Management arrangements
 - Appointments/dismissals
 - Conduct of staff
 - Disciplinary matters (*general, not specific issues*)
 - Redundancy
 - Job descriptions/person specifications
 - Recruitment procedures

3. Premises

- a. To undertake a termly site inspection.

4. Attendance

- a. To evaluate and monitor all matters relating to Behaviour, such as:
 - Pupil engagement
 - Lateness
 - Attendance
 - Behaviour incidents
 - Sanctions applied
 - Commendations earned
 - Suspensions
- b. To monitor the implementation and consistent delivery of a robust and practical Behaviour policy.
- c. To ensure that all student disciplinary matters are dealt with fairly / consistently and appropriate strategies are applied.
- d. To review and monitor other relevant policies.
- e. To review and monitor relevant areas of the School Improvement Plan.

- f. To ensure that Health and safety is understood and the school held to account for incidents.
- 8. To monitor how the school deals with bullying, harassment and discriminatory and derogatory language.
- 9. To ensure that there is a clear understanding of how school trips are run and managed and how the students attending are protected within these “new” environments.
- 10. To monitor and evaluate that we have a proactive and thorough careers development process to assist students within our school.
- 11. To Highlight and relate any financial issues to the Leadership and Management committee.
- 12. To undertake the role of ‘Pupil Discipline Committee’ and consider Pupil Exclusions.
- 13. To develop, review and monitor the Health and Safety Policy, Risk Assessments and undertakes termly site inspection.

5. Leadership

- a. To review and monitor:
 - a) the vision and ambition of leaders and the extent to which pupils, parents and staff are committed to the vision;
 - b) how well leaders, managers and Governors pursue excellence;
 - c) To review and monitor the respect and courtesy shown by staff to each other and to pupils;
 - d) the effectiveness of performance management;
 - e) the capacity of leaders and managers to bring about further improvement;
 - f) the effectiveness of governance.
- c. To ensure:
 - a. the implementation of improvement plans;
 - b. To ensure the application of policies and procedures;
 - c. the coherence and effectiveness of professional development;
 - d. the effectiveness of the curriculum;
 - e. the effectiveness of financial management and the deployment of staff and resources;
 - f. the effectiveness of monitoring and evaluation and how well it is shared with governors.
- d. To act as the ‘Performance Review Committee’:
 - a) Set and agree the performance objectives of the Headteacher in consultation with the School Improvement Advisor or other external appointee.
 - b) Monitor the performance of the Headteacher against the agreed objectives and make pay awards as appropriate;

c) performance of other staff in accordance with the Pay Policy.

Part 3 – Programme of Work

Autumn Term	<ul style="list-style-type: none"> • Budget Out-turn • Review Terms of Reference • Delegated authority for expenditure and authorised signatories • Review Terms of Reference. • Review School Leaderships Performance Targets for current year.
Spring Term	<ul style="list-style-type: none"> • Consider leadership implications of budget/liase with Teaching and Learning Committee as necessary • Preparatory work on budget
Summer Term	<ul style="list-style-type: none"> • Agree Headteacher Performance Targets for following academic year. • Agree Budget • Receive audited School Fund Account • School prospectus/profile
Termly	<ul style="list-style-type: none"> • Work/Life Balance of Senior School Leaders • Policy Review • Headteacher Report: Financial Update, resignations, retirements, appointments, staff absence, disciplinary/capability issues, staff development activities, school meals. • Link governor reports • Governor Training Needs • Review the Register of Interest • Policy review • Review Headteacher performance against objectives • Headteacher's report – exclusions, behaviour, extended provision, premises issues, health and safety issues including fire drill, accident reports, dangerous occurrences, inspections and reviews, risk assessment undertaken, testing and maintenance of equipment, cleaning and grounds maintenance
Annually	<ul style="list-style-type: none"> • Governors' Allowances Policy • Charging Policy • Best Value Statement, Scheme of Delegation and Financial Regulations. • Evaluate financial aspects of any extended provision. • Pupils' personal, social and emotional development

	<ul style="list-style-type: none"> • Behaviour/discipline policy • Home/school links, including home/school agreement • Audit of the school premises and equipment
Ad Hoc	

Quality Assurance Committee

Part 1 - Constitution & Proceedings

1.1 Membership

Chair of Governors
Vice-chair of Governors
Chair of Leadership and Management Committee
Chair of Teaching and Learning Committee

The committee has the delegated power to invite non-governors to meetings. It can also set-up its own working parties.

1.2 Committee Chair and Vice-Chair

To be elected annually at the first meeting in the Autumn Term.

1.3 Quorum

A quorum for this committee shall be 50% of members.

1.4 Meetings

As required in consultation with the Headteacher, but at least once a term.

1.5 Agenda

To be set by the Committee Chair, Headteacher and Chair of Governors in consultation with the Clerk to the Committee, and circulated to committee members at least seven days prior to the meeting.

Any governor may request that an item be placed on the agenda, which will be subject to prior discussion with the Committee Chair.

1.6 Clerking Arrangements

The Clerk to the Committee shall take the minutes and write them up. They shall be submitted to the Headteacher and the Chair of the Committee within 14 days, for circulation as appropriate. (Confidential items must be on green paper)

1.7 Review of Constitution & Terms of Reference

Annually, at the first meeting in the Autumn Term

Part 2 - Terms of Reference

The following responsibilities have been delegated to this committee by the full Governing Body:

1. Leadership

a. To have an overview in addition to the Leadership, Management and Resources Committee to review and monitor:

1. the vision and ambition of leaders and the extent to which pupils, parents and staff are committed to the vision;
2. how well leaders, managers and Governors pursue excellence;
3. To review and monitor the respect and courtesy shown by staff to each other and to pupils;
4. the effectiveness of performance management in raising aspirations and outcomes across all areas of the school;
5. the capacity of leaders and managers to bring about further improvement;
6. the effectiveness of governance.
7. the School Improvement Plan.

2. To ensure:

- a. the implementation of improvement plans;
- b. To ensure the application of policies and procedures;
- c. the coherence and effectiveness of professional development;
- d. the effectiveness of the curriculum;
- e. the effectiveness of financial management and the deployment of staff and resources;
- f. the effectiveness of monitoring and evaluation and how well it is shared with governors.

Part 3 – Programme of Work

Autumn Term	<ul style="list-style-type: none"> • Review Terms of Reference • Review School Development Plans
Termly	<ul style="list-style-type: none"> • Review pupils work and school environment linked to school development plan. • Work/Life Balance of Senior School Leaders • Link governor reports • Governor Training Needs • Policy review
Annually	
Ad Hoc	