

Terms of Reference for the Teaching and Learning Committee of the Governing Body of The Grove School

Membership: 6 governors including the head teacher.

Associate members: *Can be appointed by FGB*

Quorum: 3 (If the headteacher cannot be present then she may send a substitute, though the substitute may not vote, therefore the meeting may not be quorate if the head is not present).

Chair of Committee: Mike Waterson

Clerk of Committee: Debbie Horton

Withdrawal

Any person employed to work at the school, other than the headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The headteacher must withdraw if his or her pay or performance is being discussed. Any governor or associate member must withdraw where there may be a conflict of interests with items declared on the 'Register of Business Interests' form.

Matters of Urgency

These may be dealt with by the chair of governors, chair of the committee and headteacher and reported to the next meeting of the committee or full governing body.

Levels of Delegation - Decision or Recommendation

D = **decision** to be taken by the committee and reported to the full governing body in the minutes.

R = the committee to make a **recommendation** to the full governing body, who will make the decision

Curriculum.

Policies and Documents delegated to or for which this committee has responsibility:

- Collective Worship Policy (Recommended) **D**
- Sex and Relationships (Sex Education) Policy (Statutory) **D**
- Governor Visits Policy & Protocol **D**
- Curriculum information published on school website (Statutory) **D**

| DUTIES AND TASKS | |
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| To monitor the implementation of changes to the school curriculum in line with national and local guidelines, legislation and requirements | D |
| To evaluate information from the head, subject leaders and staff about how the curriculum is taught, evaluated and resourced, report to full governing body | D |
| To agree the policies for sex & relationships and collective worship | D |
| To agree the arrangements for educational visits and ensure that they are in line with current Devon County Council guidance (link to Health and Safety) | D |
| To develop and review a monitoring procedure and cycle for governors focussing on specific areas of the curriculum, linked to the School Improvement Plan. Link to an agreed programme of governor visits at full governing body level | R |
| To establish/recommend as appropriate the policy and protocol for governor visits to the school. Ensure all governors are aware of and following the agreed structure by monitoring its implementation. | D |
| To ensure the continued knowledge and understanding of governors in respect of the National Curriculum | D |
| To monitor and evaluate the provisions of the curriculum to account for the needs of children with SEND, including gifted and talented children | D |
| To ensure statutory information relating to the curriculum is published on the school website including: <ul style="list-style-type: none"> The content of the curriculum by academic year and subject How parents (including prospective parents) can obtain further information in relation to the curriculum Key Stage 1 phonics and reading schemes in operation | D D D |

Inclusion / SEN

Policies and Documents which are delegated to or for which this committee is responsible.

- SEND Policy (Statutory) **R**
- Information relating to SEN provision published on school website (Statutory) **D**
- Equality Policy (or information) and Equality Objectives (Statutory) **D**
- Supporting Pupils at School with Medical Conditions Policy (Statutory) **R**
- Education of Children in Care Policy **D**
- Behaviour Policy & Behaviour Principles (Statutory) **D**
- Attendance Policy **D**
- Pupil Premium, information on spending published on school website (Statutory) **D**
- P E Grant, information on spending published on school website (Statutory) **D**
- Exclusion procedures (if not included in Behaviour Policy) (Statutory) **D**

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| To ensure that the requirements of children with Special Education Needs and Disabilities are being met by recommending a SEND Policy to the FGB, including provision for gifted and talented children to recommend to the full governing body. Highlight any resourcing/finance/staffing issues to the Resources committee | D |
| To ensure the needs of <i>all</i> pupils are met by ensuring the relevant policies, practices and procedures are in place and being implemented effectively for all vulnerable groups. (Including: children in care; children with medical needs in school; children with English as a second language; children who attract additional funding – such as Pupil Premium, Sports Grant, Free School Meals - ; ethnic minority and traveller children; forces children etc.) | D |
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| Ensure that governors involved with SEND monitoring have current valid training to support their role. | D |
| To ensure that the school meets the statutory requirements relating to equality legislation including providing information (or an agreed policy) on the school website to comply with the Public Sector Equality Duty. | D |
| To ensure the governing body meets their statutory duty to be involved in the formulation of the 'Local Offer' with the Local Authority. (The LA has a legal duty to involve parents, children & young people in the development of the local offer, i.e. what can be expected for all children & young people with SEND) | D |
| To monitor and evaluate the impact of Pupil Premium and Sports Grant funding and report to full governing body. Ensure information is published on the school website to show how the money has been spent. | D |
| Ensure an attendance register is taken daily at school. Monitor pupil attendance and set targets as necessary. Review and evaluate progress towards these targets. Monitor exclusion procedures and exclusion data, including pupils on a part time curriculum. Have due regard for children potentially missing from education. Review the Attendance Policy. | D |
| To review and agree, with the headteacher, the Behaviour Policy and Behaviour Principles. Ensure the Policy and relevant information is published on the school website and there is continuity of application throughout the school. To monitor discipline and behaviour and report back to the FGB. | D |

School Improvement

Policies and Documents delegated to or for which this committee has responsibility:

- Results – the most recent Key Stage 1 or 2 results to be published on school website (Statutory) Year 1 phonics and Early years' foundation stage **D**
- Ofsted Report, or a link to it, published on school website (Statutory) **D**
- Performance tables, link to the DfE website available on school website (Statutory) **D**

| DUTIES AND TASKS | |
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| To contribute to strategic planning within the school and to recommend the School Improvement Plan (School Development Plan) to the full governing body. Ensure that in formulating the plan Ofsted judgements, the vision for the school, current statutory responsibilities and school action plans are incorporated. | R |
| To review and evaluate the success and impact of the School Improvement Plan in conjunction with the head, senior leadership team and/or subject leaders, in accordance with the agreed formal monitoring arrangements. To identify areas for additional support/intervention and recommend allocation of resources, report to full governing body. | R |
| To review and interrogate the external data available for the school and report/explain key messages, including benchmarking information, to the governing body. Ensure that governors involved with data analysis have current valid training to support their role. Ensure there a link to the DfE school performance table website on the school website. | D |
| Recommend annual targets for pupil progression and attainment to the governing body; monitor and evaluate progress towards these targets and identify areas which require intervention. | R |
| To ensure the continued knowledge and understanding of governors in respect of the Ofsted inspection framework including any changes since the school was last inspected and statutory responsibilities. | D |
| To ensure that the schools' most recent Ofsted report, or a link to it, is available on the school website. Ensure | D |

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| that the governing body is aware of the key findings of the most recent report and monitor actions being taken and progress relating to areas for improvement. | |
| To analyse Key Stage 1 or Key Stage 2 data and results, including benchmarking, and report to the full governing body. Ensure that the most recent results are published on the school website, including early years and year 1 phonics in line with statutory requirements., | D |

Community and Parent Links

Policies and Documents delegated to or for which this committee has responsibility:

- Complaints Procedure (Statutory) **D**
- Data Protection Policy (Statutory) **D**
- Freedom of Information Publication Scheme (Statutory) **D**
- Statement of the school's Ethos and Values published on school website (Statutory) **D**
- Home School Agreement (Statutory) **D**

| DUTIES AND TASKS | |
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| To assist the head teacher in promoting good relationships and communication with parents and the wider community. | D |
| Ensure that the needs of stakeholders are monitored and responded to effectively with regards to duties under the Extended Services legislation. Keep services under review and make recommendations to develop and adapt services to react to changes in need. | R |
| To ensure that statutory policies and information appears on the website in a timely manner. | D |
| To ensure a Complaints Procedure is in place and monitored. Review complaints and look for any common themes. Investigate any changes in practice required and recommend to the full governing body. | R |
| To ensure the statutory duties relating to pupil record keeping, disclosure of information and pupil reports are fulfilled. Including reviewing and updating the Data Protection Policy and the Freedom of Information Publication Scheme, in line with statutory duties. | D |
| To encourage wider networking with other schools in the locality, nationally and internationally to inform and enhance opportunities for children and young people, facilitate staff development and sharing of good practice, moderation of pupils work, transition processes and benchmarking. | R |
| To keep up to date with changes in Parental Engagement and Extended Services legislation to ensure that the school is responding appropriately | D |

| POLICY/STATEMENT SUMMARY | D/R |
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| Behaviour, Data protection, SRE, CW, Governors' Visiting, Equality, Education of CiC, Attendance, Complaints, Home school agreement, Freedom of information, Statement of ethos and values. | D |
| Supporting Pupils with Medical Conditions, and SEND | R |

Agreed at meeting of the full governing body on September 20 2016

Review date September 2017