

Sound & District Primary School Governing Board Achievement & Standards Committee Terms of Reference

These terms of reference are not exhaustive and by no means preclude discussion in committee of other topics

The committee must have a chair and a clerk – the governing body will appoint the chair. The headteacher cannot be the clerk to a committee but a governor can.

Meetings

The committee will meet at least once per term. Committee meetings will not be open to the public but minutes shall be made available – attendees can be invited to attend a committee meeting where appropriate.

Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

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 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.

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

For committee meetings, the quorum is a minimum of three governors who are members of the committee.

Curriculum and Learning Environment

- To review, monitor and evaluate the Curriculum offer, monitor how it supports the schools vision and to consider any misapplications
- Understand changes to National Curriculum to be applied now and in the near future
- To ensure provision of RE in line with schools curriculum
- To consider curriculum complaints
- To ensure the school publishes information online about the curriculum
- To ensure the suitability of the learning environment

Policies

- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers
- To understand how the policies support the schools vision

Safeguarding & Well Being

- To ensure the provision of free school meals to those pupils meeting criteria
- To agree and monitor any home-school agreements/parental contracts
- To plan strategies to collect and consider pupil voice
- To monitor attendance data and set attendance targets

- Review of exclusions
- To ensure policies for Cared for Children are in line with guidance
- Annual review of safeguarding
- To ensure the school takes action to ensure the wellbeing of pupils and staff

SEND

- To ensure the school has an SEN Co-ordinator who is provided with sufficient time, training and resources to undertake his/her responsibilities
- Review Pupil Premium spending (in consultation with F&S Committee)
- Secure the necessary provision for any child with Special Educational Needs and or disability having regard to the SEN Code of Practice and the Disability Discrimination Act

Assessment and improvement

Leadership

- To monitor and evaluate the effectiveness of leadership and management

Pupils

- 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 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.

Teachers and Teaching assistants

- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To monitor and review subject matter leads
- To monitor and review teacher performance

Assessment

- 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 because of reviews and evaluate regularly the implementation of the plan.

School improvement plan

- To assist in the development of, monitor and review the School Improvement Plan

Other

- To consider penalty notices
- To consider and approve admissions arrangements
- To attend training as appropriate
- To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.

Community

- To monitor the school's publicity, public presentation, and relationships with the wider community
- To review extended school provision in terms of pupil learning, resources, and premises
- To publish online information about the curriculum