



ST PETER'S SCHOOL

TEACHING, LEARNING AND ACHIEVEMENT COMMITTEE

TERMS OF REFERENCE 2018-2019

1. Constitution

The Committee shall consist of ex-officio Governors – the Chair and Vice Chair of the Governing Body and the Head Teacher – and at least three other Governors. The quorum for meetings shall be three, of whom one should normally be the Head Teacher. The current membership of the Committee is as shown at paragraph 2 below.

The Committee shall meet at such frequency as is required to meet the needs of the School in respect of the Committee's responsibilities, and not less than once per term. The Committee must elect a Chair (and Vice Chair at its discretion) annually at its first meeting each academic year.

2. Membership for 2018-2019

- Ex-officio: Richard Dickinson (Chair of Governors), Bob Belcher (Vice-Chair) David Todd (Head Teacher).
- Chair: Nicole Sharp.
- Members: Karen Hutson, Dave Allen, Nicole Sharp.
- In Attendance: Ben Doyle (Deputy Head), Nicholas Tarr (Assistant Head) Suzanne Wallace-Abbott (Clerk).

3. Meetings for 2018–2019

- Autumn Term: Wednesday 14 November 2018 at 5.30pm
Wednesday 12 December 2018 at 6.00pm

- Spring Term: Wednesday 6 March 2019 at 5.30pm
- Summer Term: Wednesday 3 July 2019 at 5.30pm

4. Responsibilities

STATUTORY

	Action	When?
1	Agree the School Curriculum	This should be undertaken on an ongoing basis but formally confirmed at the Autumn Term meeting.
3	Ensuring the publication of the requirements of the School Curriculum Assessment arrangements, the reporting of results to Parents/Carers, and the reporting of Public Examination results alongside national analyses of these results.	This should be undertaken on an ongoing basis but formally confirmed at the late Autumn Term meeting.
4	To provide information to Parents/Carers about School Performance.	Normally provided within the School Prospectus
5	To ensure there is provision for 'Careers Education, Information and Guidance	This should be undertaken on an ongoing basis with one Governor responsible for reporting back and confirmed at the Summer Meeting

GENERAL

	<u>ACTION</u>	<u>WHEN</u>
<u>1</u>	Monitoring, evaluating and challenging the quality of teaching to ensure that it meets the expected standards of the School. Lesson observation statistics will be provided to every meeting with a summary of planned improvements, associated actions and their impact	ONGOING
<u>2</u>	Reviewing the perceptions of Students, Staff and Parents/Carers on the quality of teaching by analysing and challenging the SLT on the results of any survey conducted and other feedback where relevant.	WHEN PUBLISHED
<u>3</u>	Monitoring, evaluating and challenging Student academic progress (including significant groups). Progress data will be provided to every meeting with a summary of planned improvements, associated actions and their impact	EVERY MEETING
<u>4</u>	Monitoring, evaluating and challenging the end of key stage achievement. Ensuring Students are making the appropriate level of progress and challenging the SLT when potential shortfalls are identified-This will be achieved through reviewing public examination results, official national data comparisons and Teacher assessments	AUTUMN MEETING FOR END OF KEY STAGE ONGOING FOR LEVELS OF PROGRESS
<u>5</u>	Evaluating the implementation of the School Curriculum, to include religious education, collective	EVERY MEETING FULL REPORT SUMMER TERM MEETING

	worship, sex education, and career education for Students. Reporting to the Full Governing Body annually at its Summer Term meeting the suitability of the Curriculum at all stages through the School.	
<u>6</u>	Ensuring that Students with Special Educational Needs are provided with any identified educational provision, and that teaching staff are aware of the importance of identification and appropriate support. Ensuring the requirements of the Code of Practice for Special Educational Needs are fulfilled and use of Pupil Premium is appropriate. Analysing data of attainment by SEN students	This review will be undertaken in co-operation with those Governors nominated with Special Responsibility for SEN at each meeting. Suggested changes will be recommended to the Full Governing Body for its approval at its Autumn Term meeting
<u>7</u>	Being the lead Committee in the conduct of the annual review of the School Improvement Plan	To be undertaken at each meeting with the results reported to the next Full Governing Body meeting.
<u>8</u>	Reviewing Curricular Policy Statements on a regular basis and make recommendations to the Governing Body	2 ND meeting of Autumn Term with the results reported to the next Full Governing Body meeting.
<u>9</u>	Determining the length of the School day.	As required
<u>10</u>	Monitor and evaluate compliance with Statutory requirements to ensure the provision of independent careers advice, as	Termly report from Governor with specific responsibility for Careers matters.

	outlined in Department for Education guidance.	Full report in the Summer term as to compliance with Statutory requirements.
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5. Authorities

COMMITTEE

- a. The Committee is authorised to co-opt other Governors (with vote) and/or other persons (without vote) to aid its deliberations on any issue.
- b. This Committee's other functions are to report, recommend and monitor its responsibilities to the Full Governing Body

CHAIR'S ACTION

Matters requiring decisions that cannot wait for the next scheduled meeting of this Committee, can be dealt with by 'Chair's Action'. Delegated authority will be recorded within meeting minutes. All such actions taken are to be notified to the Committee at its next meeting. In the event of an undecided vote, the Chair will have a second or casting vote.

ELECTRONIC PARTICIPATION

In exceptional circumstances and with the agreement of the Chair of the Committee, any Governor may electronically attend a meeting of the Committee. All parties will follow the guidance and protocol as ratified at the meeting of the Full Governing Body on 8 July 2015

6. Proposed Agenda Items for 2018- 2019

The agenda will routinely include:

- declarations of interest,
- curriculum (including curriculum related SEN) matters,
- monitor use of the Pupil Premium for achievement and progression impact,

- monitor and evaluate the quality of teaching,
- monitor and evaluate Student academic progress,
- monitor and evaluate end of key stage achievement,
- monitor and evaluate parental attitudes to the provision of Home Learning,
- monitor and evaluate compliance with Statutory requirements to ensure the provision of independent careers advice, as outlined in Department for Education guidance.
- review of policy statements,
- review relevant parts of the School Improvement Plan
- monitor and evaluate
- any other items proposed by the Chair and/or Clerk.

In addition, the following business will be dealt with:

<u>November 2018:</u>	Confirm Chair and elect Vice-Chair. Analysis of 2018 Examination results. Review SEN provision.
<u>December 2018:</u>	Agree School Curriculum for 2019-20 Review whole school data from FFT if available.
<u>March 2019</u>	Review procedure for consideration of curricular complaints.
<u>July 2019:</u>	Review the remit for the Committee.

Updated: 7 January 2019
Ratified by Full Governing Body: 16 January 2019
Due for Review: June 2019