



## Wigginton Primary School

### Teaching and Learning Committee - *Terms of Reference*

#### 1. Membership

- At least three Governors.
- Quorum is three governors with at least two non-staff governors
- Additional non-voting members may be co-opted
- Chair of committee will be elected by annually by committee members
- The Headteacher and Deputy Headteacher responsible for Achievement and Attainment will normally be in attendance.

#### 2. Meetings

- Once per term
- Additional meetings as required
- Meetings shall be convened by the committee Chair. Every member of the committee will be given notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven days' before the date of the meeting. Exceptionally, if the committee Chair considers that there are matters that demand urgent consideration (s)he may determine a shorter period of notice.

#### 3. Accountability

- Reporting termly to Full Governing Body.
- Minutes or report circulated in advance with the other papers for the meeting.
- Oral replies to questions as appropriate.
- Delegated powers except where stated.

#### 4. General Remit

- Monitoring and evaluating rates of progress and standards of achievement by pupils, including any underachieving groups
- Responsible for reviewing and recommending actions to improve the *quality of teaching and learning* and of *achievement and attainment* within the school

- Responsible for reviewing and recommending actions to improve achievement and attainment of vulnerable groups such as SEND and Pupil Premium
- Provide support, guidance and assistance to the Head and other teaching colleagues and the Governing Body in all matters relating to the school curriculum and to the raising of standards
- Review as appropriate the school's relevant policies according to the schedule developed and recommend any changes to the Governing Body

## **5. Quality of teaching and learning**

- Monitor and evaluate the quality of teaching through rates of pupil progress and standards of achievement
- Monitor and evaluate the impact of any actions or interventions taken to address differential standards of achievement or rates of progress within groups of pupils (e.g. SEN, gender, FSM, PP)
- Monitor and evaluate the impact of continuing professional development on improving staff performance

## **6. Curriculum**

- Review as appropriate the school's curriculum policy/curriculum statement and any other related policies and recommend any changes to the Full Governing Body
- Oversee the design, content, balance and challenge of the curriculum and its implementation
- Review the provision of extracurricular activities

## **7. Subject review**

- Receive regular subject reports, annual subject development plans and annual results analysis, and monitor progress towards development targets
- Review the effectiveness of school policies including the continuity of provision across Key Stages

## **8. Standards, assessments and target setting**

- Monitor and evaluate aggregated pupil assessment results including baseline assessments, Year 1 Phonics, SATS and KS results
- Ensure that performance data is rigorously analysed and used to drive improvement
- Recommend for approval by the Full Governing Body annual targets, recommending additional support for individual subjects or staff where appropriate

## **9. Leadership and Management**

- Monitor and evaluate the effectiveness of leadership and management

## **10. Pastoral/ethos**

- Ensure the quality of pastoral care of pupils and receive reports on the school's pastoral care
- Monitor and evaluate the extent of pupils' spiritual, moral, social and cultural development
- Responsible for reviewing and recommending actions to improve *behaviour and safety* within school
- To provide support, guidance and assistance to the Head, SLT and GB in all matters relating to the raising of behavioural standards and receives information and reports on the schools' behavioural standards
- To promote community cohesion and inclusive practice relating to race, gender and disability equality
- To agree annual attendance targets and monitor progress towards achieving these

## **11. Safeguarding**

- Ensure maintenance of the Single Central Record
- Review school security and prioritise needs and action required
- Review effectiveness of school's policies, procedures and controls in this area, ensure that the school complies with all health and safety and other safeguarding regulations (including child protection and safe recruitment) and bring recommendations to FGB for consideration

## **12. Development planning**

- Contribute as appropriate to the school's annual development planning process, including receiving recommendations from other Governors' committees as appropriate and passing prioritised recommendations direct to the Finance and Resources Committee
- Review and (where delegated powers exist) amend where necessary and approve relevant policies as may be necessary from time to time