



Achievement Committee – Terms of Reference

Quorum

No business can be conducted unless at least three governor members of the committee are present.

Responsibilities

Overall Responsibilities for the Committee are to:

- Ensuring that strategies are in place to raise achievement for all pupils
- Ensure there is high quality teaching and learning across all year groups
- Ensure there is reliable assessment and high quality tracking information for all learners
- Ensure the school has a broad and balanced curriculum that satisfies statutory requirements, meets the pupils' needs including extension and enrichment activities and is aligned with the strategic aims of the school.
- Inform the Full Governing Body termly or more often as required regarding standards, the curriculum and teaching and learning.
- To present to the Resources and Finance committee/Full Governing Body any key financial and resource requirements to support the teaching and learning.
- Develop and review policies relevant to the committee's areas of responsibility
- Monitor and evaluate the effectiveness of leadership and management
- Monitor and evaluate the effectiveness for SEND children
- Monitor and evaluate the effectiveness of Pupil Premium money
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, pupil premium, safeguarding, PE. To receive regular reports from them and advise the Full Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- Monitor and evaluate the quality of the curriculum in securing high 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
- Identify and celebrate pupil achievements
- To oversee Safeguarding within school
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- Additional items which the Full Governing Body may wish to include

Schedule of Tasks

Autumn term

- To elect a chair & vice chair and review membership
- To plan dates for the committee meetings
- To receive & approve School Development Plan
- To review Self Evaluation policy & practice
- To review achievement and progress data for the previous academic year including ethnic achievement data

- To review and achievement and progress data for the Autumn Term
- Review governor visits to school policy & protocol
- Review SEN Policy (Inclusion – to included Gifted and talented)*
- To review/identify link governor responsibilities
- To make recommendations for a schedule of governor visits to school for the year
- To review and adopt the home /school agreement
- Conduct a skills audit of committee members to identify any training needs

Spring term

- To monitor the outcome of standards meetings/tracking and consider any reports requested from HT
- Review progress against SDP
- To review and agree sex & relationships & drug education policies
- Teaching, Learning Policy review
- Admissions Arrangements *
- Register of pupils' admission to school *
- Review Curriculum and Curriculum Intent
- Review the SEND local offer
- Review Pupil Well being

Summer Term

- To review progress against SDP
- Annual assessment of governors impact on SDP priorities & identify areas for future development
- To monitor the outcome of standards meetings/tracking and consider any reports requested from HT
- Disability Equality Scheme (Summer 2021)
- Outdoor Education (Summer 2021)
- To conduct an annual review of committee's Terms of Reference compared to best practice
- To conduct an annual review of volume & quantity of information provided by the school

Policies and documents reviewed by Achievements Committee:

- Admissions Arrangements *
- Register of pupils' admission to school *
- Home School Agreement * Summer 2022
- Sex & Relationships Education - (Inclusion – Gifted and Talented) *
- Special Educational Needs * (Autumn 2020)
- Supporting Pupils with Medical Needs * (Autumn 2020)
- Homework (2022)
- Young carers (Autumn 2021)
- Curriculum Statement (Autumn 2021)
- Curriculum Policy 2022
- Drugs Education (Spring 2022)
- E-Safety (Spring 2022)
- Teaching and Learning (Spring 2022)
- Pupil Premium Spend 2021-22 – Spring 2022

- CPD - ongoing

***Statutory Policies/Documents**

Meetings

- Committee meetings will be held on an as required basis but at least once a term.
- The Chair of the Committee is approved by the Full Governing Body on an annual basis.
- A Vice Chair of the Committee is approved by the Full Governing Body on an annual basis.
- The Presiding Governor for meetings of the Sub-Committee shall be the Chair or if absent, the Vice Chair.
- The Clerk will make a record of all proceedings at each meeting. Draft minutes will be circulated to the Chair for draft approval (and to the Headteacher to check factual accuracy) within seven days of the meeting. They will subsequently be emailed to Governors.
- The Pay Committee will meet separately (at least once a year in the Autumn term, more frequently if required)
- The Chair of the Finance & Resources Committee will report the work of the Committee to the regular meetings of the Full Governing Body.
- The Committee will liaise with such other committees and invite members of other committees to attend its meeting as deemed appropriate.

Any matters which may be in conflict with the work of another committee must be referred to the Full Governing Body

These responsibilities agreed by the Full Governing Body: September 2021

Committee Members

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Caroline Ludlam		23 rd September 2021
Rachel Middleton		23 rd September 2021
Sarah Weedon		23 rd September 2021
Dawn Guzetta		23 rd September 2021
Rachel Aucott		23 rd September 2021
Nicole Adcock		23 rd September 2021

Chair of the Committee	Caroline Ludlam
Clerk to the Committee	Rachel Middleton
Quorum (minimum of 3, committee can determine higher number)	
Date Committee established	23 rd September 2021
Date of review	September 2021 - annually