|  |
| --- |
| **Quorum**  Back Home  **Quality of Education Committee – Terms of Reference**  No business can be conducted unless at least three governor members of the committee are present.  The committee may invite additional members to support the meeting but who do not partcipate in any voting  There will be a chair for these meetings agreed by the full governing body.  Minutes will be taken by the Clerk and in her absence will be taken by someone nominated by the membership who will not be the Headteacher or the Chair.  The meeting will not take place with out the headteacher being present or someone nominated by them.  The committee wll meet at least termly  The chair and the head will also meet termly to explore data and performance more deeply |
| **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. * To contribute towards and monitor the School Improvement Plan – including any actions as specified by Ofsted. * To set targets and monitor progress * Present a report to the Full Governing Body once a term or more often as required regarding standards, the curriculum (Intent, implementation and Impact) 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, review and ratify 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 * Recruit, select and appoint staff * Monitor and evaluate the quality of the curriculum in securing high standards of achievement * To receive reports from staff on the implementation of key subject policies * To agree, monitor and review the provision for collective worship and religious education * To receive and consider reports and consultation papers concerning the curriculum * 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 * To liaise with the Finance Committee through the chair * 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 achievement and progress data for the Autumn Term * Review governor visits to school policy & protocol * 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 * Review Attendance policy   **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 * Review SEN Policy (Inclusion – to included Gifted and talented)\* * Teaching, Learning Policy review * 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:**   * Register of pupils’ admission to school \* * Home School Agreement \* Summer 2023 * Sex & Relationships Education - (Inclusion – Gifted and Talented) \*Spring 2023 * Special Educational Needs \* (Spring 2023) * Supporting Pupils with Medical Needs \* (Autumn 2023) * Homework (Spring 2023) * Curriculum Statement (Spring 2023) * Curriculum Policy Spring 2023 * Drugs Education (Spring 2021) * E-Safety (Spring 2023) * Teaching and Learning (Spring 2023) * Pupil Premium Spend 2022-23 – Spring 2023 * CPD – ongoing * Homework (Autumn 2022) * Assessment ( Autumn 2022)   \*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 2022 |

**Committee Members**

|  |  |  |
| --- | --- | --- |
| **Name of Governor/Associate Member** | **G/AM** | **Date Appointed to the Committee** |
| Hannah Kendrick | Parent | 23rd Sept 2022 |
| Dawn Guzetta | LA | 23rd Sept 2022 |
| Nicole Adcock | Parent | 23rd Sept 2022 |
| Claire Ottey | Parent | 23rd Sept 2022 |
| Caroline Ludlam (chair) | Co-opted | 23rd Sept 2022 |
|  |  |  |

|  |  |
| --- | --- |
| **Chair of the Committee** | Caroline Ludlam |
| **Clerk to the Committee** | Rachel Middleton |
| **Quorum (minimum of 3, committee can determine higher number)** |  |
| **Date Committee established** | 23/9/22 |
| **Date of review** | July 2023 |