

Christleton Primary School
Learning and Teaching Committee
Terms of Reference

Introduction

The Learning and Teaching Committee shall work in consultation with the Headteacher to exercise oversight of all matters relating to the curriculum, inclusion, school improvement, staffing and community and parent links.

The Committee shall take full account of the school's educational priorities as set out in the School Development Plan.

Membership

The Committee shall determine, and review annually at the first meeting of the school year, the terms of reference and membership of the Committee

Associate members may be members of the Committee, but the majority of Committee members shall be governors.

Membership shall include a minimum of three governors and the Headteacher.

Quorum for the Committee is 3 and should include the Headteacher or someone representing the Headteacher.

Chairing

The Committee shall elect a Chair at the first meeting of each school year.

Meetings

The Committee shall meet at least once a term and more often if required.

Clerking

The Governing Body shall appoint a Clerk to the Committee. This cannot be the Headteacher, but Committee members may clerk in the absence of the appointed Clerk.

The Governing Body has agreed to buy the clerking service from Edsential for all of its meetings, and Jacqui Critchley is the nominated Clerk.

Terms of Reference

1. To approve the school's curriculum and monitor any implementation and changes.
2. To receive information from the Headteacher and the staff about how the curriculum is taught, evaluated and resourced.
3. To agree policies for the teaching of religious education and sex education.
4. To agree the arrangements for educational visits and ensure that they are in line with current CWAC guidance.

5. To agree any specific involvement by individual governors in curriculum areas (link to School Improvement), and to agree policy, protocol and timetable for governor visits to the school (link to School Improvement).
6. To ensure that the requirements of children with special needs are met through establishing and monitoring a Special Educational Needs policy.
7. To ensure the needs of looked after children are met through the agreement and review of the relevant policy.
8. To ensure that the school meets the statutory requirements relating to equality legislation (race, disability, gender).
9. To monitor pupil attendance and set targets as necessary.
10. To monitor pupil discipline and behaviour.
11. To contribute to strategic planning within the school, and to recommend the School Improvement Document (SID) to the full Governing Body.
12. To review and evaluate at least annually with the Senior Management/Leadership Team, the success of the School Improvement/Development Plan and report to the full Governing Body at the end of the School Development cycle.
13. To review the available data and dashboards on performance for KS1 and KS2 in the autumn term and report key messages on school performance back to the full Governing Body.
14. To review the school prospectus and curriculum areas of the website.
15. To assist the Headteacher in promoting good relationships and communication with parents and the community, and to review periodically any parent surveys/ parent view.
16. To review and agree the staffing structure and school timetable.
17. To ensure all staff appraisals are completed and the Headteacher Performance Management Review is completed each year by the Chair of Governors, Vice Chair of Governors and School Improvement Partner.
18. To handle any staff grievances as set out within the relevant policy.
19. To approve any requirements for staff recruitment, and involvement of nominated Governors in the recruitment process where necessary.
20. To review all policies linked to this Committee.

Reviewed _____

Signed by Chair of Committee _____