



TERMS OF REFERENCE FOR THE TEACHING AND LEARNING COMMITTEE OF THE SCHOOL GOVERNING BODY

Status	Statutory	Date first approved	October 2014
Any other statutory names for this policy (where applicable)	Nil	Date last reviewed	February 2020
Responsibility for this policy	Teaching and Learning Committee	Frequency of review	Annual
Governors' Committee with responsibility for its review	T&L	To be put on the school website? (Yes/No)	Yes
Approval necessary	Whole Governing Body		

General

1. The Committee is responsible for the following:
 - 1.1 To ensure minutes (with decisions and action points) are taken at each meeting and circulated promptly to all members of the Governing Body and the Clerk to the Governors.
2. Constitution
 - 2.1 A quorum will be at least three Governors.
 - 2.2 Associate members do not have voting rights.
 - 2.3 The Chairman of the Committee will be elected by a quorum of the Committee members and will have a second or casting vote, where there is an equal division of votes.
 - 2.4 A Vice Chair will be elected annually to deputise for the Chair as necessary.
 - 2.5 Please note that the Headteacher cannot clerk a committee.

Terms of Reference

Policies

3. The Committee is responsible for reviewing the following policies/documents which must be ratified by the full Governing Body:
 - 3.1 Behaviour & Exclusions (statutory)¹
 - 3.2 Child Protection, to include Prevent, FGM, CSE (statutory)¹
 - 3.3 Determined Admissions (statutory)¹
 - 3.4 Drug Education and Incidents (statutory)¹
 - 3.5 Equality, Diversity and Community Cohesion (statutory)¹
 - 3.6 SEND (statutory)¹
 - 3.7 Supporting Students with Medical Needs (statutory)¹

¹ Published on the school website.

4. The Committee is responsible for reviewing and approving the following policies:

- 4.1 Attendance¹
- 4.2 Bereavement¹
- 4.3 Careers, Information and Guidance (to include Technical Education and Apprenticeship Statement)¹
- 4.4 Counselling¹
- 4.5 E Safety¹
- 4.6 Homework¹
- 4.7 Relationships and Sex Education (statutory)¹

5. The Committee will:

- 5.1 Advise the Full Governing Body on all matters relating to student well-being having liaised fully with the Headteacher and teaching staff.
- 5.2 Agree and review the principles of behaviour for students
- 5.3 Receive feedback from and engage with the Cabinet in order to monitor and understand the student perspective of school improvement.
- 5.4 Monitor and review the curriculum provision to ensure it is broad, balanced and relevant for all students and groups of students, including supporting disadvantaged student groups including Pupil Premium, SEND and EAL.
- 5.5 Monitor and review the co-curricular provision for all students and groups of students, including trips and visits and their value and impact
- 5.6 Consider the objectives and conduct of Governor visits to school and advise the Full Governing Body.
- 5.7 Scrutinise the provision of careers advice and guidance to ensure it prepares students for the next stage of their education, training or employment.
- 5.8 Review the management of admissions and Key Stage transfer:
 - 5.8.1 KS2 – liaison with feeder primary schools and management of transfer process of new intake
 - 5.8.2 KS3 & 4 – Options choices and guidance
 - 5.8.3 KS4-5 – retention and transition
- 5.9 Receive and evaluate termly reports on:
 - 5.9.1 The quality of teaching in the school and actions to secure improvement.
 - 5.9.2 Standards of behaviour – rewards/sanctions/exclusion data.
- 5.10 Receive and evaluate (at least) annual reports on:
 - 5.10.1 The impact of SMSC/PSHCE provision.
 - 5.10.2 The use and impact of ICT to support teaching and learning.
 - 5.10.3 Stakeholder engagement – activities, outcome and resultant actions to develop support for the school's vision and approach.
 - 5.10.4 the use and impact of Pupil Premium funding to ensure it is used effectively

¹ Published on the school website.

The Committee may co-opt members of the teaching/non-teaching staff if required. This Committee was incorporated by the School's Governing Body Meeting held in October 2014. The composition and terms of reference will be reviewed annually in the Autumn Term.