

TERMS OF REFERENCE FOR THE SCHOOL PERFORMANCE COMMITTEE OF THE
SCHOOL GOVERNING BODY



Status	Statutory	Date first approved	October 2019
Any other statutory names for this policy (where applicable)	Nil	Date last reviewed	October 2020
Responsibility for this policy	School Performance Committee	Frequency of review	Annual
Governors' Committee with responsibility for its review	School Performance Committee	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.
 - 2.6 The committee is permitted to meet and vote virtually in exceptional circumstances if all parties are in agreement.

Terms of Reference

1. The Committee is responsible for reviewing and approving the following policies:
 - 1.1 Marking and Feedback¹
 - 1.2 Non Examined Assessment (to include Risk management Document)¹
2. To advise the Governing Body on all matters relating to school performance having liaised fully with the Headteacher and teaching staff
3. To receive a report at least annually in relation to marking and feedback strategies
4. To ensure in-school assessment enables accurate and meaningful data to be produced
5. To receive a termly report in order that governors can monitor and review the tracking of pupil progress, intervention and attainment of all students and groups of students

¹ Published on the school website.

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6. To scrutinise examination results and consider aspirational targets for the achievement of students
7. To ensure the views of stakeholders are considered

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 2019. The composition and terms of reference will be reviewed annually in the Autumn Term.