



Terms of Reference for the Teaching & Learning Committee of the Governing Body of Newtown Primary School

Membership:

- Membership shall consist of seven governors.
- The governing body will appoint a chair to the committee (this can be a governor who works at the school, except for the Headteacher).
- The governing body will appoint a clerk to the committee.
- Jane Morris (Chair of Committee)
- Ruth Jones (Headteacher)
- Frances Everson
- Penny Burnside
- Victoria Darios
- Simon Belshaw
- Jenny Lloyd

The committee shall have such non-voting associate members as the governing body shall appoint (although the majority of the committee must be governors)

Associate Members: None

Quorum Four

Chair of Committee: Jane Morris

Clerk of Committee: Jessica Bengner

Meeting dates for Academic year 2014/15

Date agreed: 3rd July 2014

Date of review: Summer Term 2015

Committee Chair's Signature:

Agreed at meeting of full Governing Body: 3rd July 2014

Withdrawal

Any person employed to work at the school, other than the Headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed

Matters of Urgency

These may be dealt with by the Chair of Governors, Chair of the Committee and Headteacher and reported to the next meeting of Committee or Full Governing Body

The Governing Body's responsibilities for teaching and learning:

- 1. Ensuring clarity of vision, ethos and strategic direction*
- 2. Holding the Headteacher to account for the educational performance of the school and its pupils*
- 3. Overseeing the financial performance of the school and making sure its money is well spent.*
- 4. The Teaching and Learning Committee will link all activities to the priorities in the School Development Plan.*

The governing body has general responsibility for the conduct of the school with a view to promoting high standards of educational achievement (Guide to the Law for School Governors). Every child matters and the governing body will want to ensure that in all its activities the school is enabling every child or young person to achieve his or her full potential and maximise his or her life chances, choices and opportunities. Every child matters means that every child or young person needs to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing

Decision or Recommendation

D= decision to be taken by the committee and reported to the full GB in the minutes

R= the committee to bring recommendation to a meeting of the full GB for a decision

<p>Overarching Responsibilities of the Teaching and Learning Committee - School Development Plan</p> <p><i>To monitor progress and attainment as indicated in the School Development Plan with regards to standards in Literacy and Numeracy.</i></p> <p>Lead governor: All Committee members are linked to this lead role</p> <p>Policies that are delegated to this governor/this committee:</p>	
<p>To contribute to strategic planning within the school, and to recommend the School Development Plan to the full Governing Body</p>	R
<p>To review and evaluate at least annually with the Senior Management/Leadership Team, the success of the School Development Plan and report to the full Governing Body</p>	
<p>To agree the Governing Body's formal monitoring arrangements in respect of the plan and report progress to the Governing Body at least termly</p>	D
<p>To contribute to school self evaluation by understanding and agree the judgements that the school makes about its own performance and reporting these to the Governing Body at least annually</p>	D
<p>To review the data package in the autumn term and report key messages on school performance, including benchmarking information, to the Governing Body</p>	
<p>To recommend the annual statutory targets for pupil achievement to the Governing Body</p>	R

<p>Curriculum</p> <p><i>Linked to School Development Plan Priority One: Excellence for all, ensuring high attainment and progress for all groups of pupils</i></p> <p>Lead governor: Jane Morris and Penny Burnside</p> <p>Policies that are delegated to this governor/this committee:</p> <ul style="list-style-type: none"> • Religious Education • Sex Education • Drugs Education • PSHE • Marking and Assessment • Outdoor Education Visits and Off Site Activities • Homework • ICT • Governor's Visits to School 	
<p>To monitor implementation of changes to the school curriculum in line with national and local guidelines and requirements</p>	D

To receive information from the Headteacher and the staff about how the curriculum is taught, evaluated and resourced	
To agree the arrangements for educational visits and ensure that they are in line with current Devon County Council guidance (link to Health and Safety)	D
To agree any specific involvement by individual governors in curriculum areas (link to School Development Plan)	R
To agree policy, protocol and timetable for governor visits to the school (link to School Development Plan)	D

<p>SEN/ Inclusion/ Community and Parent links</p> <p><i>Linked to School Development Plan Priority Three: Building Partnerships.</i></p> <p>Lead governor: Simon Belshaw and Frances Everson. Supported by Victoria Darios and Penny Burnside.</p> <p>Policies that are delegated to this governor/this committee:</p> <ul style="list-style-type: none"> • Attendance Policy and Attendance Targets • Admissions Policy • Behaviour and Discipline • School Complaints Policy • Freedom of Information Publication Scheme • Home School Agreements • Volunteers in School Guidance • Fair Trade Policy 	
To ensure that the requirements of children with special needs are met through establishing and monitoring a Special Educational Needs policy and any arrangements for gifted and talented children	D
To ensure the needs of looked after children are met through the agreement and review of the relevant policy	D
To ensure that the school meets the statutory requirements relating to equality legislation (race, disability, gender etc also link to Personnel)	D
To monitor pupil attendance and set targets as necessary	D
To agree the school behaviour policy and monitor exclusion data	D
To assist the Headteacher in promoting good relationships and communication with parents and the community	D
In respect of the duties under Extended Services legislation, to ensure that the needs of	R

stakeholders are monitored and responded to appropriately	
To regularly receive updates on publicity and any related issues as required	D
To assist with establishing and overseeing the school's website and ensure that statutory information relating to the school is available on the school's website	D
To ensure a complaints procedure is in place and monitored	D
To ensure a home-school agreement is in place and monitored	D
To ensure the Governing Body's duties on pupil record keeping, disclosure of pupil information and pupil reports are fulfilled	D
To encourage wider networking with other schools in the Local Learning Community	D

Safeguarding	
Lead governors:	
To ensure the needs of looked after children are met through the agreement and review of the relevant policy	D
To ensure that the school meets the statutory requirements relating to equality legislation	D
To ensure that safeguarding requirements are met in line with national legislation and local guidance	D
To ensure that requirements for safer recruitment are in place	D
To ensure the Governing Body's duties on pupil record keeping, disclosure of pupil information and pupil reports are fulfilled	D
To review: <ul style="list-style-type: none"> • Equalities Policy • Looked After Children • Child Protection Policy and Procedure • Safer Recruitment & Safeguarding Children Policy • Physical Contact between Staff and Pupils • Intimate Care • Guidance on Reasonable Force • Anti-bullying • Looked after Children • Force and Restraint 	D