

**Teaching, Learning and Assessment Committee**  
**Terms of reference 2018/9**

**Quorum** - Three governor members of the committee.

**Membership**

Sarah Pickett (Chair)  
 Caroline Tompkins (Clerk)  
 Andy McCabe  
 Kate Massey (Head Teacher)  
 Cecelia Holmes

**Meetings**

Twice termly (once per half term):

- First meeting of term - Data
- Second meeting of term – Policies

**Roles and Responsibilities**

<b>1. Curriculum planning and delivery</b>	<b>Timetable for 2018-9</b>
To review, monitor and evaluate the curriculum offer	Currently being updated – monitor progress 2 <sup>nd</sup> meeting each term
To recommend for approval to the full governing body the: <ul style="list-style-type: none"> <li>○ Self-evaluation form</li> <li>○ School Improvement Plan</li> </ul>	Ongoing monitoring.  School improvement plan to be considered SECOND meeting each term.
To review and monitor adherence to policies listed in Table 1 (staff to develop, committee to review, amend and approve)	2 <sup>nd</sup> meeting each term
To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, receive termly updates from the headteacher/SENCO/SEN governor and ensure that an annual SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014) is published.	Data monitoring 1 <sup>st</sup> meeting each term  Monitoring of report: 2 <sup>nd</sup> meeting Spring
<b>2. Assessment and improvement</b>	
To monitor and evaluate the effectiveness of leadership and management	Ongoing but specifically to include monitoring of lesson observations, book scrutiny and pupil progress meetings (1st meeting each term)
To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement	
To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups	
To set priorities for improvement in teaching, learning and assessment, and monitor and evaluate the impact of improvement plans. To include monitoring and evaluation of the impact of continuing professional development on improving staff performance	Areas for development to be identified in 1 <sup>st</sup> meeting each term.  Outcomes of CPD on performance to be monitored 1st meeting each term.
To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children, Pupil premium pupils) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement	1 <sup>st</sup> meeting each term (data)

To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan	Ongoing
To ensure that all children have equal opportunities (see policy review above)	2nd meeting Autumn, update Equality action plan
To advise the Finance, Premises and Staffing committee on funding priorities necessary to deliver the curriculum.	As and when needed
<b>3. Engagement</b>	
To monitor the school's publicity, public presentation and relationships with the wider community	Ongoing. Also monitor outcome of parent questionnaire 2 <sup>nd</sup> meeting Summer term.
To determine whether to publish a home-school agreement and determine/approve its content	2 <sup>nd</sup> meeting Summer (for next academic year)
To ensure that pupil achievements are identified and celebrated	Ongoing
To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way	Report to be received from Website governor 2 <sup>nd</sup> meeting Spring

**Table 1: Policies to be reviewed / amended / monitored**

Policy	Last review	Frequency of review	Due for review
Attendance	January 2018	2 years	Spring 2020 (adopt LA policy)
Exclusion	July 2018	2 years	Summer 2020 (adopt LA policy)
<b>SEND</b>	<b>November 2017</b>	<b>Annually</b>	<b>Spring 2019</b>
Teaching, Learning, Assessment and Homework	September 2018	2 years	Autumn 2020
Complaints	January 2018	3 years	<b>Autumn 2019 (update Head Teacher 2018)</b>
<b>Safeguarding and Child Protection FGB</b>	<b>October 2017</b>	<b>Annually</b>	<b>FGB – Autumn 2018</b>
Behaviour	Nov 2018	2 years	Autumn 2020
<b>Equal Opportunities</b>	<b>Jan 2016</b>	<b>Annually</b>	<b>Autumn 2018</b>
<b>Early years</b>	<b>February 2016</b>	<b>Annually</b>	<b>Autumn 2018</b>
Supporting children with medical conditions	Summer 2018	2 years	<b>Summer 2020 (needs to go on website)</b>
Information Policy			July 2020