Teaching, Learning and Assessment Committee
Terms of reference 2021/21

Quorum - Three governor members of the committee.

Membership
Sarah Pickett (Chair)
Sarah McRae (Vice chair and secretary)
Kate Massey (Head Teacher)
Jonathon Booth (Deputy Head)
Andy McCabe
Cecelia Holmes

Meetings
Twice termly (once per half term):
- First meeting of term – Data and school walkabout
- Second meeting of term – Policies

Roles and Responsibilities

1. Curriculum planning and delivery	Timetable for 2020-21
To review, monitor and evaluate the curriculum offer	Currently being updated – monitor progress 2nd meeting each term
To recommend for approval to the full governing body the: o School Development Plan	Ongoing monitoring. 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)	2nd 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 1st meeting each term Monitoring of report: 2nd meeting Spring
2. Assessment and improvement	
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 1st 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	1st 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
3. Engagement	
To monitor the school's publicity, public presentation and relationships with the wider community	Ongoing. Also monitor the outcome of parent questionnaire 2nd meeting Summer term.
To determine whether to publish a home-school agreement and determine/approve its content	2nd 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 2nd meeting Spring

Table 1: Policies to be reviewed / amended / monitored

Policy	Frequency	Term (and year due)
Child protection & safeguarding	Yearly	Autumn
SEND & Inclusion	Yearly	Autumn
Pupil Premium Review	Yearly	Autumn (DRAFT), Spring (FINAL)
Sports Funding Review	Yearly	Autumn (DRAFT), Spring (FINAL)
Attendance & Registration	Yearly	Autumn
Behaviour & positive handling	Yearly	Autumn
Equality	3 yearly	Autumn (2022)
EYFS	3 yearly	Autumn (2023)
Anti-bullying	Yearly	Spring
Learning, teaching, assessment & homework	Yearly	Spring
Marking & feedback	Yearly	Spring
Exclusions (review LA policy)	Yearly	Spring
School website review	Yearly	Spring
Drugs, alcohol & tobacco	3 yearly	Spring (2023)
Supporting children with medical conditions	Yearly	Summer
Intimate care	Yearly	Summer
Premises Management	Yearly	Summer
LAC	Yearly	Summer
Children with health needs who cannot attend school	Yearly	Summer
Governor visits	3 yearly	Summer (2023)