

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

Quorum - Three governor members of the committee.

Membership

Sarah Pickett (Chair)
 Sarah MacRae (Vice chair and secretary)
 Kate Massey (Head Teacher)
 Jonathan Booth (Deputy Head)
 Ceceila Pacitti

Meetings

Once termly (before FGB meeting allowing minutes to be presented to FGB):
 Autumn – 2pm 8th November; Spring – 2pm 7th February; Summer – 2pm 23rd May

Roles and Responsibilities

1. Curriculum planning and delivery	Timetable for 2021-22
To review, monitor and evaluate the curriculum offer	Currently being updated – monitor progress Summer term
To recommend for approval to the full governing body the: <ul style="list-style-type: none"> ○ School Development Plan 	Ongoing monitoring either at TLA or FGB
To review and monitor adherence to policies listed in Table 1 (staff to develop, committee to review, amend and approve)	See Table 1
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 meeting each term Monitoring of report: Spring term
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
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	See SDP 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	Once per term
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)	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 via monitoring the outcome of parent questionnaires
To determine whether to publish a home-school agreement and determine/approve its content	Decided not to publish this, Summer 2021
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	To be presented to FGB Autumn 2 meeting

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	2 yearly	Summer (2023)
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)