

# **Federation of Pinvin CE First School and St. Nicholas CE Middle School, Pinvin**

## **Teaching and Learning Committee Terms of Reference 2017 - 2018**

### **AIM**

To ensure that:

- all human resources available within school are used effectively and efficiently to deliver a broad and well balanced curriculum with a high standard of teaching and learning
- targets are met or exceeded
- continuous review and improvement takes place across all subject areas.

This is consistent with the Best Value Statement adopted by Governors.

### **RESPONSIBILITIES**

#### **Curriculum**

- To review and evaluate pupil progress and achievement across the whole school and individual subjects as appropriate.
- To meet with subject leaders and review progress, targets and standards within their specialist area.
- To ensure that core subjects are moving towards projected targets.
- To ensure strategies and well focussed plans are in place to meet or exceed targets
- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the school's curriculum policy
- To consider curricular issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees or the governing body
- To make arrangements for the governing body to be represented at school improvement discussions and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, literacy, numeracy
- To receive regular reports from the above and advise the Governing Body
- To oversee arrangements for educational visits
- To act as a critical friend for curriculum development
- To report back to the Governing Body

#### **School Improvement Plan**

- To oversee and approve the process for the production of the SIP
- To set the targets to be delivered through the SIP
- To regularly review the SIP
- To act as critical friend in the delivery of each SIP project and target
- To approve changes to the SIP
- To present the SIP summary & progress at each FGB

#### **SEF**

- To work with the EHT to develop the SEF
- To complete the Governor elements of the SEF
- To present the SEF and updates to FGB for approval

#### **School Policies**

- To review and update school policies related to T&L

**Statutory policies**

Sex education

SEN

EYFS

**Other policies**

Marking and feedback (CORE)

Homework (CORE)

Mastery curriculum (CORE)

Mastery teaching, learning and assessment (CORE)

Performance measures (CORE)

Presentation for conduct and positive learning

Pupil premium

**Members of the committee**

<b>Name of Governor</b>	<b>Date Appointed</b>	<b>Post</b>
Jodie Whitfield-Palmer	3.10.17	Governor/Chair
Andrew Best	3.10.17	Governor / EHT
Helen Wadsworth	3.10.17	Governor /Vice chair
Karen Broughton	3.10.17	Governor
Rebecca Chatterton	3.10.17	Governor/Visitor
Sara Marklew		Clerk

**Quorum**

- Minimum of 3 members. Personnel matters can only be discussed by non-teaching staff (with exception of Headteacher)

**Administration**

- The Clerk to the Governors will attend committee meetings and take minutes, which will be reviewed by the committee chair and Head before being circulated to Governors. Minutes will be formally approved at each subsequent committee meeting.

Reviewed and approved by Governing Body on .....