



## Little Reddings School Local Governing Body

### Terms of Reference for the Pupil Progress Committee

Approved by the Full Governing Body Autumn 2014 and to be reviewed annually

#### Membership

- Membership will be determined annually, at the summer term meeting of the Full Governing Body
- The committee shall consist of at least three governors. If possible, one governor will be a parent and one a teacher
- The committee shall appoint the Chair for a term of three years. Continuous re-election may only take place once

The work of the committee will be supported by:

- a) The Assistant Headteacher i/c Performance and Progress and Personal Development.
- b) The Clerk to the Governors, who will give notice of meetings, act as Minute Secretary and advise about procedures.
- c) The meetings of the committee are open to all governors.
- d) As and when desirable the Chair may request any other person to attend meetings.

#### Quorum

As defined in the Articles of Association a quorum for a committee of the governing body shall be "any one half plus one (rounded up to the nearest whole number) of the membership, or three members of the committee, whichever is the greater". This excludes Associate Members.

#### Voting

Associate Members may not vote on any decision concerning admissions, student discipline, election or appointment of governors, or the budget and financial commitments of the Governing Body.

#### Meetings

- Meetings will be held at least once per term and where necessary once per half term
- Dates for the following academic year will be determined at the summer term meeting of the Full Governing Body
- A reminder will be sent to Governors at least one week in advance of the meeting, by the circulation of an agenda and related papers
- The conduct of meetings will be in accordance with the Instruments of Government

- The Chair of the committee, who shall not be an employee of the school, shall be elected from amongst the voting members of the committee at the autumn term meeting every 3 years or when necessary

### **Purpose of the Committee**

1. To provide oversight, consideration and advice to the Governing Body on all aspects of pupil progress within the school.
2. To monitor and assess implementation of the delivery of the pupil progress agenda across the school.
3. To monitor and review aspects of the school's attendance and personal development programme.
4. To review the continuing professional development of teachers employed by the school in relation to pupil progress outcomes and value added data.
5. To ensure the maintenance and regular review of effective and appropriate procedures and policies as required by current legislation and agreed guidelines on all issues that fall within the scope of this committee.

### **Key Tasks**

1. To monitor the performance and progress of all students in the school including attendance and punctuality, attitudes to learning, the personal development of pupils and pupil outcomes across all key stages.
2. To monitor the implementation and success of all school procedures in place to raise the outcomes of all students.
3. To monitor the value added performance of all teachers and key stages within the school.
4. To monitor the provision for Special Educational Needs and other vulnerable groups.
5. To monitor the School Council and wider pastoral care across the school.
6. To monitor the school's relationships with parents and carers including aspects of:
  - a) The Home School Agreement
  - b) Parents with concerns about the school
  - c) Support for families
  - d) Liaison with outside agencies
  - e) The promotion of community cohesion

7. To monitor implementation of School Development Plan (SDP) related to performance and progress and personal development by way of presentations by staff, reports, observations, discussion and other appropriate means.
8. To contribute towards the development of the SDP by way of scrutiny and recommendation in terms of pupil progress and personal development.
9. To regularly review and consider the implementation of all school policies relevant to this committee.
10. To review the provision of safeguarding and child protection, equal opportunities and disability discrimination.
11. To review the systems and procedures for assessment, recording and reporting.
12. To review all aspects of discipline and exclusions and ensure that the school provides opportunities for all pupils to learn and achieve.
13. To monitor professional development opportunities throughout the school year to ensure they are relevant and useful to all staff in relation to aspects of this committee (i.e inset days, staff induction, safeguarding training etc.).
14. To ensure appropriate Governor training undertaken by members of committee in order to keep current with changes in responsibility and legal requirements.

### **Self-Review**

Review annually the effectiveness of the committee and set objectives for the following academic year in line with results of monitoring of SDP, current legislation, guidelines, policies and any other appropriate developments relevant to this committee.