



Little Reddings School Local Governing Body

Terms of Reference for the Teaching and Learning 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 Headteacher i/c Teaching and Learning and Curriculum.
- 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 teaching and learning within the school.
2. To monitor and assess implementation of the delivery of the school curriculum, alternative curriculum and other statutory curricular requirements.
3. To review the continuing professional development of teachers employed by the school.
4. 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 quality of teaching.
2. To monitor the implementation and success of policies to raise standards of teaching and learning.
3. To monitor the value added performance of all teachers and key stages within the school.
4. To monitor the school's activities across all key stages within the school.
5. To monitor implementation of School Development Plan (SDP) related to teaching and learning, curriculum including the professional development of teachers by way of presentations by staff, reports, observations, discussion and other appropriate means.
6. To contribute towards the development of the SDP by way of scrutiny and recommendation in terms of teaching and learning and curriculum development.
7. To regularly review and consider the implementation of all school policies relevant to this committee.
8. To review the provision of sex education, RE, SMSC, home work, Computing, PSHE and collective worship.
9. To review all changes to the school's curriculum and related staffing to ensure it provides opportunities for all pupils to learn and achieve and meets the needs of the national curriculum.

10. To monitor professional development opportunities throughout the school year to ensure they are relevant and useful in the personal development of teachers (i.e. inset days, staff induction, professional learning team meetings etc.).
11. 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.