



# IVEL VALLEY SCHOOL GOVERNING BODY

## TEACHING AND LEARNING COMMITTEE TERMS OF REFERENCE 2022/23

**Purpose:**

The Teaching and Learning Committee is established as a sub-committee of the Full Governing Body. Its main purpose is to oversee the educational performance of the school, including issues relating to pupil progress and achievement, the quality of teaching and learning, teaching staff further development, and the development and delivery of the school curriculum.

**Membership:**

The committee shall consist of no fewer than three governors including the Principal. Membership of the committee will be ratified by the Full Governing Body annually. A chair/vice chair will be elected to the committee, annually, at the first meeting in the school year. The Governance Professional will attend the meetings. Associate governor is the School Business Manager. The committee may appoint non-voting members (governors or otherwise) for the transaction of any appropriate business. All appointed members shall be approved by the Full Governing Body.

**Quorum:**

Three full governors. Associate Members do not have voting rights. Associate Members are not included in the quorum of the committee. If the meeting is not quorate, recommendations only can be made.

**Meetings:**

The committee will meet at least three times a year scheduled to align with regulatory and reporting requirements, wherever possible. Additional ad hoc meetings may be arranged to deal with identified significant issues or to cope with increased workload. Should the chair be unavailable the vice-chair will step up or a temporary chair will be elected for that meeting.

**Voting:**

Committee members will make decisions by voting at committee meetings. To vote, a voting Governor of the Committee must be present at the meeting, in-person or remotely using the meeting video-conference connection. If a committee member has a direct or indirect interest in a matter to be decided by the committee, and this could affect the way they do their duties they must tell the committee and must not vote on the issue. A motion will be passed at a committee meeting where a majority of voting members present are in favour of the motion. If there is a tied vote the Committee Chair will have the deciding vote.

**Accountability:**

The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration.

**Emergency Power:**

Urgent decisions normally requiring consultation with the committee can be taken by Chair of the Governing Body if it is not reasonable to delay the decision until the next committee meeting.

**Agenda, Supportive Documentation and Minutes:**

An agenda for each meeting will include all the tasks which the committee is required to consider. The agenda and supportive documents shall be circulated at least seven days in advance of the meeting. The minutes of the committee meetings will be shared with the Full Governing Body and made available to the public.

The committee will not disclose material relating to a named employed or engaged member of staff or proposed to be employed or engaged member of staff at the school, a named pupil at, or candidate for admissions to the school and any matter which by reason of its nature, the committee are satisfied should remain confidential.

Where confidential matters are discussed, the Governance Clerk will ensure Confidential Part 2 Minutes are produced, reviewed and ratified by the committee. Confidential Part 2 Minutes will not be made available to the public. The minutes for each meeting will be distributed to the Committee members within three weeks after the meeting date.

**Policies and Compliance:**

The committee will ensure the school has in place all DFE statutory policies that have been delegated to the committee and to keep these under regular review, consulting with representative stakeholders as appropriate. The DFE recommends that all statutory policies are reviewed annually. All in-school and non-statutory policies will be ratified in line with the School Policies Schedule. The School Policies Schedule will be reviewed at every committee meeting and policy reviews will be planned in advance of committee meetings.

**Governance Development:**

- To ensure compliance with local and national guidance and regulations by monitoring information provided by the school, Governance Professional, LA and DfE and ensure necessary action is taken by the committee.
- To take an active role in the Governance Self Evaluation, identifying success and areas requiring improvement.
- To update and review regularly the Governance Development Plan identifying areas of development for the committee.
- To support the development of the Governing Body and the school, as an outward facing establishment through continuing to build on its links and partnerships within and beyond the local community.
- To ensure Governors attend relevant training to develop their effectiveness.
- To recommend arrangements for individual Governors to take a leading role in specific areas of provision e.g. Quality of Education Link Governor. To receive regular reports from them and advise the Full Governing Body.

**Governance Operational:**

- To recommend to the Full Governing Body, a timetable of meetings to ensure the committee meets at least 3 times per year, in accordance with the Governance Annual Business Plan.
- To recommend to the Full Governing Body, any amendments to the committee's Term of Reference and Annual Business Plan.
- To elect the Chair and Vice Chair to the committee.
- To record Governors' Business/Pecuniary Interests and Gifts and Hospitality.
- To ensure new governors to the committee are expertly mentored.
- To regularly monitor the attendance of Governors at committee meetings.
- To ensure that the committee complies with all other legal duties placed upon them.

**Leadership and Management:**

- To develop for approval by the Full Governing Body, strategies for teaching and learning, and curriculum that drives the development of the School Development and Improvement plan.
- To review regularly the school's progress against strategies such as school expansion.
- To set and monitor non-financial key performance indicators and consider how these reflect local and national performance data.
- To ensure the Senior Leadership Team provide, in a timely manner, such reports as requested by the committee to enable it to undertake its role.
- To ensure the Senior Leadership Team have put in place remedial actions, where needed.
- To advise the GM Committee on the relative funding priorities necessary to deliver teaching and learning, and the curriculum across the school and college.
- To review regularly the school's progress against School Development and Improvement Plan.

**Quality of Education:**

- To review, *adopt* and monitor a Curriculum strategy statement and ensure that all learners receive a broad and balanced, inclusive education in line with statutory requirements.
- To review, *adopt* and monitor a Teaching and Learning strategy statement and regularly review the quality and standards of teaching across the school and college.
- To review and evaluate the quality of provision in the Early Years.
- To review and evaluate the extracurricular provision.
- To ensure remedial actions have been put in place where needed.
- To receive reports from Link Governors to whom a delegation has been made and to consider whether any further action by the committee is necessary.
- To act as a working party for any specific curriculum issues, implementation of new initiatives and Government/LA directives.
- To consider and promote, with the school Senior Leadership Team, internal strategies for improving pupil achievement.

**School Performance (Data and Assessment):**

- To provide effective challenge on educational performance and academic progress of pupils to ensure the best possible outcomes for all pupils.
- To regularly review the assessment practice and ensure that the procedures are operating effectively.
- To review annual Teacher Assessments and other pupil results as reported by Government bodies and the LA.
- To monitor standards and progress through regular staff generated core subject reports and/or presentations.
- To request additional targeted reports and/or presentations driven by the review of school performance data and assessments.
- To monitor and evaluate the effectiveness of interventions to address underachievement.
- To work with and assist the appointed Link Governors and ensure that the committee receives regular updates on these activities.

**Behaviour, attitudes and Well-being**

- To review and recommend to the Full Governing Body a Behaviour Principles Statement.
- To understand the needs of the school, particularly in relation to the and Social, Emotional and Mental Health needs of pupils. – Committee to review?
- To monitor pupil behaviour, positive handling and attendance.
- To review and evaluate PHSE and pupil well-being – What areas of PHSE is delegated to T&L to review. How should statement be more specific?

**Equality, Diversity and Inclusion (EDI):**

- To lead the development, review and implementation of the School's approach to EDI and its associated strategy and action plan.
- To ensure the school complies with the Equality Act and promotes the value of different identities to create a culture that is respectful and inclusive.
- To ensure that equal opportunities for all pupils are encompassed within all school policies and procedures.
- To monitor provision and access for pupils with Special Educational Needs and disabilities and work closely with the SEND Link Governor.
- To regularly review reports on progress against the EDI objectives and action plan.
- To ensure the school provides tailored EDI training and development opportunities and resources.
- To engage with external stakeholders, community groups, sector groups and EDI experts to ensure the school remains informed of current EDI issues, shares best practice and builds an effective advisory and support network.

**General Purpose**

- To conduct any other business as appropriate, falling under the responsibility of the committee.

**Training and Development**

- To attend appropriate Governor training courses for committee matters.

**Governor Visits**

- To ensure arrangements are in place for Link Governors to carry out monitoring visits for committee matters.

**Approved by the Governing Body:****Date:** 26<sup>th</sup> September 2022**Next Review Date:**

Summer Term 2023