

St Mary's C of E Aided Primary School, Pulborough
Teaching, Learning and Assessment Committee
Terms of Reference

Membership

A minimum of six governors and the Headteacher.

Relevant subject co-ordinators may be invited when their responsibility is an agenda item

Quorum

Three governors (in the absence of the Headteacher school policy decisions to be ratified by the full committee).

Date Committee established

11th September 2018

Meetings

Not less than once per term, with additional meetings as necessary.

The Committee will:

1. ensure that the school curriculum is broad and balanced and relevant to the needs of **all** groups of children.
2. ensure that the National Curriculum and Religious Education are delivered in accordance with the legal framework and that the curriculum promotes and sustains a thirst for knowledge and a love of learning. The Governors will want to be confident that the curriculum covers a wide range of subjects providing opportunities for academic, technical, creative and sporting excellence. The governors will also seek evidence that the curriculum has a positive impact on behaviour and contributes to pupils' physical well-being and their spiritual, moral, social and cultural development.
3. monitor and report on student progress and achievement particularly in relation to agreed pupil performance targets.
4. monitor the quality of teaching in the school.
5. to consider curricular issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees or the Governing Body.
6. consider complaints relating to the curriculum and advise the governing body.
7. ensure appropriate arrangements are made for pupils with special educational needs, disabilities and those from disadvantaged backgrounds to ensure that the school's actions have secured improvement in achievement for those supported by the pupil premium especially in English and mathematics.
8. monitor and review the provision for exceptionally able and talented pupils.
9. monitor and review all curriculum related policies in line with an agreed policy review timetable ensuring they underpin good practice and contribute to the achievement of high levels of literacy and numeracy.
10. monitor and review the impact and implementation of Marking and Assessment policies.

14. amended 6th Oct 2011

7 and 10 amended 18th October 12

Various inclusions 9th Sept 13

Various grammatical amendments Sept 14

'3. monitor the schools provision for act of collective worship' moved to Ethos TOR, RE added to 22. Sept 15

Amended Oct 16 to include Computing/ICT from Pt22, insert a new pt 4

Pt 10 and 11 included 26th September 2017

'to coordinate the work of the governors.....' added at point 13 Sept 18

11. monitor processes by which the school ensures rigorous and accurate teacher assessment.
12. contribute to the School Improvement Planning process, including making arrangements for the Governing Body to be represented at School Improvement discussions and the LA when appropriate.
13. [to coordinate the work of the governors with curriculum responsibilities and support the implementation of the relevant action plan.](#)
14. monitor and review the progress of key school improvement/development priorities.
15. ensure that all statutory and non-statutory targets for pupil performance are achieved, reported to the Local Authority and published on the school website.
16. ensure that the results of the annual categorisation of the school by the Local Authority are reported to the Governing Body;
17. receive an analysis of the Fischer Family Trust Data/ [Assessing School Performance](#), Epod data and internal analysis in order to consider the school's performance in relation to all schools and similar schools nationally and within West Sussex so that all actions are based on a deeper and accurate understanding of the school's performance and of staff and pupils' skills and attributes.
18. monitor the school's performance, and the performance of vulnerable groups, and agree strategies for raising standards.
19. review the School Prospectus;
20. prepare, in partnership with the Headteacher and management team, for an OFSTED inspection. Contribute to the post-OFSTED inspection action plan and approve the final action plan.
21. ensure parents are kept informed about key developments relating to the curriculum and provided with the necessary information on their children's progress in line with legal requirements.
22. establish school session times.
23. ensure school INSET days are linked to the school improvement plan priorities.
24. approve and selectively monitor off-site visits and activities of more than 24 hours involving a potential hazard, including the appointment of a named co-ordinator
25. to oversee arrangements for individual governors to take a leading role in specific areas of provision. To receive regular reports from them and advise the Governing Body.
26. review and make recommendations to the full Governing Body for improvements to ICT Policies, including the School's Acceptable Use Policy.
27. understand the safety implications involved in the use of ICT in school and ensure policies and practices are in place to safeguard children and staff.
28. review and evaluate, utilising the self-review framework (as appropriate), the ICT infrastructure and use in school in the context of
 - a. Computing as a taught curriculum subject
 - b. Computing as a tool in the teaching of the wider curriculum

These terms of reference agreed 17/1/19

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