

## Southbourne Infant School

### TEACHING & LEARNING COMMITTEE - TERMS OF REFERENCE

#### PURPOSE

*The Teaching & Learning Committee is a sub-committee of the School's Governing Body set up to monitor and review the school's teaching and learning and to ensure that practice and policies are positively contributing to the school's values, ethos and improvement plan.*

#### MEMBERSHIP

Up to 8 Governors

#### QUORUM

4 School Governors

#### MEETINGS

*The emphasis of the meetings is upon reviewing the school's teaching and learning practices and planning next steps, as described in more detail under 'Key Responsibilities' and 'Key Tasks' below.*

*In practical terms:*

- Meetings are held at least once a term, and three times a year, at the school or remotely.
- A chair is appointed by the Committee
- The Clerk will draft an agenda in liaison with the Chair and Head Teacher, this is then sent out at least 7 days prior to the date of the meeting along with any relevant documents.
- Minutes are to be circulated to the full Governing body in advance of Full Governing Body meetings.
- The Clerk to the Full Governing Body will take minutes.
- A standing invitation is open to the Full Governing body.
- Staff, observers and/or other people can be invited to the meeting as the committee requires.

#### KEY RESPONSIBILITIES

The Teaching & Learning Committee will **ensure** that

1. the curriculum is broad, balanced and relevant to the needs of children at the school
2. the National Curriculum and Religious Education comply with legal frameworks;
3. statutory and non-statutory targets for pupil performance are agreed with and reported to the Local Authority, and published as required;
4. parents are kept informed about key developments relating to the curriculum and are provided with the necessary information on their children's progress in line with legal requirements; and
5. all safeguarding measures are in place and appropriately reviewed.

The Teaching & Learning Committee will **monitor and review**

6. Provision and arrangements for
  - pupils with Special Educational Needs

- Gifted and Talented pupils More Able Pupils
  - Children in receipt of Pupil Premium funding/vulnerable children
7. All curriculum related policies in line with agreed timetables
  8. Progress of the School Improvement Plan
  9. The school's performance, with regard for vulnerable groups, and agree strategies for raising standards
  10. and **report** on pupil progress and achievement, particularly in relation to agreed pupil performance targets.

#### **KEY TASKS**

The Teaching & Learning Committee will

11. **Monitor** provision and impact of the curriculum upon pupils, e.g. through monitoring visits and learning walks and information sharing by subject leaders as detailed in the School Improvement Plan.
12. **Contribute** as appropriate to the School Improvement Planning Process;
13. **Prepare** for OFSTED inspection, in partnership with the Head teacher and Senior Management Team;

The Teaching & Learning Committee will **ensure**:

14. Any OFSTED recommendations for improvement sufficiently inform the School Improvement Plan;
15. School INSET days are linked to the School Improvement Plan priorities.

#### **ACCOUNTABILITY:**

16. Committee members are responsible for reporting back on activities and findings to the full governing body meetings.
17. Some areas have been allocated to specific members of the committee to monitor – **SEN/Inclusion, Disadvantaged Pupils, Curriculum, Early Years and Safeguarding/LAC,**

#### **REVIEW:**

18. To ensure the effectiveness of the work of the committee the terms of reference will be reviewed on an annual basis.