



TERMS OF REFERENCE FOR THE TEACHING AND LEARNING COMMITTEE OF THE SCHOOL GOVERNING BODY

Status	Statutory	Date first approved	October 2014
Any other statutory names for this policy (where applicable)	Nil	Date last reviewed	20 Sept 2018
Responsibility for this policy	Teaching and Learning Committee	Frequency of review	Annual
Governors' Committee with responsibility for its review	T&L	To be put on the school website? (Yes/No)	Yes
Approval necessary	Whole Governing Body		

General

1. The Committee is responsible for the following:
 - 1.1 To ensure minutes (with decisions and action points) are taken at each meeting and circulated promptly to all members of the Governing Body and the Clerk to the Governors.
2. Constitution
 - 2.1 A quorum will be at least three Governors.
 - 2.2 Associate members do not have voting rights.
 - 2.3 The Chairman of the Committee will be elected by a quorum of the Committee members and will have a second or casting vote, where there is an equal division of votes.
 - 2.4 A Vice Chair will be elected annually to deputise for the Chair as necessary.
 - 2.5 Please note that the Headteacher cannot clerk a committee.

Terms of Reference

Policies

3. The Committee is responsible for reviewing the following policies/documents which must be ratified by the full Governing Body:
 - 3.1 Behaviour & Exclusions (statutory)¹
 - 3.2 Child Protection, to include Prevent, FGM, CSE (statutory)¹
 - 3.3 Determined Admissions (statutory)¹
 - 3.4 Drug Education and Incidents (statutory)¹
 - 3.5 Equality, Diversity and Community Cohesion (statutory)¹
 - 3.6 SEND (statutory)¹
 - 3.7 Supporting Students with Medical Needs (statutory)¹

¹Published on the school website.

4. The Committee is responsible for reviewing and approving the following policies:
 - 4.1 Attendance¹
 - 4.2 Bereavement¹
 - 4.3 Careers, Information and Guidance (to include Technical Education and Apprenticeship Statement)¹
 - 4.4 Counselling¹
 - 4.5 E Safety¹
 - 4.6 Homework¹
 - 4.7 Marking and Assessment¹
 - 4.8 Non Examined Assessment (to include Risk management Document)¹
 - 4.9 Sex and Relationships Education (statutory)¹

5. To advise the Governing Body on all matters relating to student well-being having liaised fully with the Headteacher and teaching staff.
6. To monitor and support student aspects of school improvement having received feedback from the Cabinet.
7. To monitor and review the provision for supporting and tracking vulnerable student groups including Pupil Premium, SEND and EAL.
8. To review the school's Prevent strategy statement
9. To consider the educational objectives of a Governor's visit, to show they will be met and to advise the Governing Body accordingly.
10. To consider aspirational targets for the achievement of students.
11. To scrutinise the provision of careers advice and guidance, including transition post-AHS.
12. Review the management of admissions and Key Stage transfer:
 - 12.1 KS2 – liaison with feeder primary schools and management of transfer process of new intake
 - 12.2 KS3 & 4 – Options choices and guidance
 - 12.3 KS4-5 – retention and transition

13. Receive and evaluate a termly report on:
 - 13.1 The quality of teaching in the school and any action to secure improvement.
 - 13.2 Curriculum initiatives, including interventions to support disadvantaged pupils, and their impact.
 - 13.3 Standards of behaviour – rewards/sanctions/exclusion data.
 - 13.4 The impact of SMSC/PSHCE provision and the Prevent Agenda.
 - 13.5 Pupil progress and attainment as a whole and by sub-groups.
 - 13.6 Stakeholder engagement – activities, outcome and resultant actions to develop support for the school's vision and approach.
 - 13.7 Safeguarding practices in school and the impact of CP issues.

¹Published on the school website.

The Committee may co-opt members of the teaching/non-teaching staff if required.

This Committee was incorporated by the School's Governing Body Meeting held in October 2014. The composition and terms of reference will be reviewed annually in the Autumn Term.