



## Research and Development Committee

---

### TERMS OF REFERENCE

#### 1. Membership, attendance and reporting

---

1. A quorum of the Committee shall be three members.
2. The Head teacher (or their representative) plus the relevant governors will normally attend meetings of the Committee. The Committee may invite other governors or individuals to attend as it considers appropriate.
3. The minutes of these Committee meetings shall be formally recorded and submitted to the Governing Board meeting. A report shall also be made to the Governing Board by the Chair of the Committee.

#### 2. Frequency of meetings

---

The Governing Board shall determine how often the Committee shall meet, which shall be not less than three times a year. If at any time the Governing Board requests a meeting with the Committee the Chair shall ensure that such a meeting is arranged as soon as reasonably practical.

#### 3. Remit and Duties

---

##### Remit

The Remit of the Committee covers the following key areas:

- Governor Self Evaluation & development
- Community Engagement, in particular, Parental engagement
- Staff professional development
- School Policies
- Pupil Voice
- Staff Voice

##### Duties

The specific duties of the Committee shall be to work in partnership with the head teacher and relevant staff to:

1. receive reports on the key areas as outlined;

2. contribute to the research, sharing and implementation at all levels of good practice;
3. ensure strong relationships and effective communication with associated Education Institutions and other external organisations;
4. review governor training and development;
5. recruit new governors where and when necessary;
6. set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation;
7. keep up to date with local and national educational initiatives including academisation frameworks and other relevant documentation;
8. monitor the school's publicity, public presentation and relationships with the wider community;
9. develop, review and ensure good communication with all stakeholders and interested parties; including pupils, parents, staff, governors, former pupils, parent/school partnership group, prospective pupils and parents;
10. monitor and oversee the school's work in the community; to secure and build on constructive links with the wider community including local schools, voluntary groups, elected representatives (local and national), businesses and other relevant agencies;
11. explore sources of non-Local Authority funding so as to provide for current and future requirements of the school;
12. ensure the best interests of the school through the provision of best quality information to diverse audiences through a range of media;
13. assist the Head teacher in promoting good relationships and communication with parents and the community;
14. ensure that the needs of stakeholders are monitored and responded to appropriately in respect of any Extended Services;
15. regularly receive updates on publicity and any related issues as required;
16. review the school prospectus;
17. encourage wider networking with other schools in the local cluster;
18. ensure that governors are aware of the 'Staff Voice', 'Student Voice', 'Parent/School Partnership' and include both staff, students and parents in governor consultations;
19. review published information about the school;
20. review school policies and procedures;
21. develop and review policies identified within the school's policy review programme;
22. monitor and review annually the school's admissions policy and arrangements, making recommendations to the Governing Board; to consider and take appropriate action on individual cases as appropriate;
23. consider and monitor policies relating to the Equalities Act 2010;
24. ensure a complaints procedure is in place and monitored;
25. monitor and evaluate the impact of continuing professional development on improving staff performance;

## **4. Reporting arrangements**

---

Minutes of the Research and Development meetings will be circulated to committee members. They will also be included in the documentation for Full Governing Board meetings held three times per year.

**The following items may be considered at the appropriate time during the school year:**

- Policies as appropriate;
- Updates on the current School Improvement Plan.
- Governor training;
- Governing Board self-evaluation;
- Governing Board Action Plan;
- School Website;
- Parental, Staff and Pupil engagement;
- Minutes from other meetings such as Parent/School Partnership, SLT, Pupil Voice, Staff Voice;
- School policies;
- External reports.

## **5. Availability of Terms of Reference**

---

These terms of reference will be made available to all Governors with inspection copies for staff and parents. A 'read only' copy will be on the school's website.

## **6. Annual review of effectiveness**

---

The Committee will undertake a self-assessment of its effectiveness on at least an annual basis.

## **7. Annual Review of Terms of Reference**

---

These terms of reference will be reviewed by the Governing Board on at least an annual basis.