



Handsworth Primary School Governing Body

Terms of Reference of Teaching & Learning Committee

The purpose of the Teaching & Learning Committee is to discuss raising standards through teaching, learning, monitoring, evaluation and the school development plan.

Membership:

- The Teaching and Learning Committee will comprise of at least 3 Governors including the Head Teacher (or Deputy Head Teacher).
- The Teaching and Learning Committee may co-opt additional, non-voting members.
- The Chair and the Vice Chair of the Teaching and Learning Committee will be elected annually at the first Autumn term meeting.
- When the Chair and Vice Chair are absent, members of the Committee will elect an acting Chair.

Quorum:

In order for business to proceed, three Governors of the committee including the Head Teacher (or Deputy Head Teacher) need to be present.

Meetings:

- The Committee shall meet as necessary but not less than once per term.
- The Chair (or Chair of Governors) will meet with the Head Teacher (or Deputy Head Teacher) prior to the Committee meeting to agree agenda.
- An agenda will be circulated by email before the Committee's meeting date.
- Committee meetings will be no longer than 1.5 hours duration.
- Each meeting of the Committee will be minuted. These minutes will record any decision taken by the Committee and will be circulated by email to all members of the Governing Body before the next full Governing Body Meeting.
- At every full Governing Body Meeting the Chair of the committee will give a report of all meetings of the Teaching and Learning Committee.
- Any member (voting or non-voting) will withdraw from a meeting where they have a pecuniary interest in the matter under consideration.

The Governing Body delegates the following responsibilities to the Teaching and Learning Committee:

- To annually review and update the School Prospectus
- Monitor, evaluate, review and update all statutory Teaching and Learning policies.

- To advise the Governing Body on matters relating to preparation for an OFSTED inspection and Action Plan following an OFSTED inspection.
- To monitor and evaluate the Key Issues of the School Development Plan/Action Plan and report to the Governing Body on progress, together with any recommendations.
- To advise the Governing body on all matters relating to the National Curriculum.
- To discuss relevant issues, which may become priorities of subsequent Development Plans.
- To determine the school's targets in relation to the Key Stages of assessment.
- To review and evaluate progress relating to the above targets using school assessment data and analysis and ASP (Analyse School Performance).
- To ensure SEF (or alternative) is up-to-date and to develop sections relevant to this committee.

Review:

These Terms of Reference will be reviewed annually in the Autumn Term.