



# Aston Rowant C+E Primary School

## TEACHING AND LEARNING COMMITTEE

### TERMS OF REFERENCE

#### **Scope**

The aims of the committee are to:

- Establish, review and monitor the implementation and effectiveness of school policies and procedures for teaching and learning;
- Ensure the school has a robust approach to the safeguarding and well-being of all pupils.

#### **Membership**

- The Committee will consist of three members of the Governing Body including the Head Teacher. To be quorate all members must be present;
- The Chair of the Committee shall be elected annually by the Committee, at the first committee meeting of the autumn term;
- If the Chair is absent from a meeting, a Governor may be elected to take the Chair for the duration of the meeting.

#### **Meetings**

- The Committee shall meet half termly, or more frequently as may be required;
- Frequency and dates for Committee meeting will be considered at the beginning of each school year as part of the annual cycle of Governing Body committee meetings, to ensure that a schedule exists for the academic year;
- Members of the Committee are entitled to seven days' notice of a meeting. However, a shorter timescale may be given if the Committee Chair decides that a particular issue need urgent attention;
- Draft minutes of each meeting will be circulated with the agenda for the next meeting of the full governing body and will be presented at that meeting by the Chair (or in their absence by another member of the committee);
- The Committee shall appoint a Clerk, this must not be the Headteacher, but Committee members may act as Clerk in the absence of a formally appointed Clerk.

#### **Assessment and Improvement**

To:

- Monitor and evaluate the rate of pupil progress, standards of achievement and the impact of quality teaching on progress;
- Set priorities for improvement, monitor and evaluate the impact of improvement plans;
- Monitor and evaluate provisions for all groups of vulnerable children; ensure their needs have been identified and addressed, and evaluate their progress and achievement;
- Consider the recommendations from external reviews of the school (e.g., Ofsted). Agree review actions and evaluate implementation plans;



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- Ensure children have equal opportunities;
- Advise the Finance Committee of the funding priorities necessary to deliver the curriculum;
- Support teachers to increase their professionalism and improve their practice;
- Monitor and evaluate the effectiveness of leadership and management;
- Monitor and evaluate the impact of continual professional development on improving staff performance;
- Oversee the strategic implementation of the school publicity, public presentation and relationship with the wider community including effective parental partnerships;
- Identify and celebrate pupil and staff achievements;
- Ensure all statutory requirements for reporting and publishing information are met and the school website is up-to-date and presented in an accessible way.

## Link Governor Functions

Develop and implement regular focused visits to the school to:

- Explore specific aspects within the link subject area and gain deeper understanding of relevant issues;
- Establish regular contact with staff within the school with responsibility for the link subject area;
- Provide support and encouragement and a listening ear for staff members with whom they are linked;
- Monitor provision of equipment and use of school facilities;
- Be involved with establishing/monitoring/evaluating the impact of relevant policies adopted by the Governing Body within their link subject/specialist area;
- Record observations and recommendations of all visits by formal report and submit these to the following Governing Body meeting for review.

The full Governing Body agreed these terms of reference on 19<sup>th</sup> October 2021.

Signed ..........Date.....19 October 2021.....