

## TEACHING AND LEARNING COMMITTEE



### Membership

The Committee will comprise up to 6 governors and where appropriate associate members to provide specific expertise and or skills.

### Quorum

The quorum for meetings of the Committee is 3 governors. The meeting will not take place unless the headteacher or her/his representative is present.

### Meetings

The Committee will meet at least once a term, in advance of the main governing body meeting, with additional meetings as necessary.

**Responsibilities:** all committees have the following responsibilities. To:

1. receive reports from members of staff about matters relating to any of the issues listed in their terms of reference
2. contribute to, monitor and evaluate relevant parts of the SEF, the school development plan and the policies allocated to them, reporting or making recommendations to the full governing body.
3. Consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
4. Consider the views of staff, pupils and parents when making strategic decisions that will impact on them
5. Consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies. Take appropriate action on any other relevant matter referred by the governing body.

**The Teaching and Learning Committee** will monitor and evaluate pupil achievement and the quality of teaching, ensuring the school provides a high quality learning experience and delivers a broad and balanced curriculum in keeping with the school's aims, all pupil needs and legal requirements.

The committee will also monitor and evaluate relevant Equality Objectives, policies and assigned sections of the SEF and linked issues in the SDP notably:

- how the school deals with its statutory obligations in relation to the National Curriculum;
- the quality of the assessment system
- the performance of different groups, including more able, subjects and key stages making relevant comparisons to local and national data and analysing patterns and trends
- provision for, progress and attainment of vulnerable groups e.g. disadvantaged children, looked after children, young carers, and the effectiveness of any intervention strategies;
- the SEN policy, monitoring provision and ensuring that the school fulfils its responsibilities for pupils with special educational needs and with disabilities;
- the quality of teaching;
- the impact of interventions linked to specific grants such as pupil premium, primary PE and sport
- the range and impact of extra-curricular activities on pupil achievement and well-being;
- how well teaching prepares pupils for the next stage in their education

#### **Statutory policies and documents**

Equality information and objectives

EYFS information (nurseries)

Sex Education Policy

SEN Policy – for presentation to FGB

E safety

#### **Voting**

Every question to be decided at a committee meeting must be determined by a majority of votes of those governors and associate members present and voting. If there is an equal number of votes, the chair (or the person acting as chair), provided that he or she is a governor, has a second (or casting) vote. The committee can only vote if the majority of the committee members present are governors.

## **RESOURCES AND REVENUE COMMITTEE**

### **Membership**

The Committee will comprise up to 6 governors and where appropriate associate members to provide specific expertise and or skills.

### **Quorum**

The quorum for meetings of the Committee is 3 governors. The meeting will not take place unless the head teacher or her/his representative is present.

### **Meetings**

The Committee will meet at least once a term, in advance of the main governing body meeting, with additional meetings as necessary.

**Responsibilities:** all committees have the following responsibilities. To:

1. receive reports from members of staff about matters relating to any of the issues listed in their terms of reference
2. contribute to, monitor and evaluate relevant parts of the SEF, the school development plan and the policies allocated to them, reporting or making recommendations to the full governing body.
3. Consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
4. Consider the views of staff, pupils and parents when making strategic decisions that will impact on them
5. Consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies. take appropriate action on any other relevant matter referred by the governing body.

### **The Board will**

- ensure an annual review of the whole school pay policy to take account of local and national developments

**The Resources and Revenue Committee** will monitor and evaluate the use of and impact of the school's budget, recruitment and professional development of staff, and premises.

## Finance

- ensure that the school operates within the financial regulations of the local authority and complies with any DfE and SFVS requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring value for money. For academies ensure that the reporting requirements to Companies House, the DfE and Funding Agency for Schools, are met.
- keep under review the scheme of delegation in financial matters including the level of delegation to the headteacher for the day-to-day financial management of the school and present to the governing body any recommendation for change;
- prepare and present to the governing body for ratification an annual budget reflecting priorities in the three year school development plan previously agreed by the FGB;
- scenario build re the possibility of budget increases or cuts
- monitor the budget (and any other devolved funds) and ensure a termly report to the governing body drawing on evaluations from the other committees and making any appropriate recommendations for future budgetary decisions.
- evaluate the value for money achieved particularly in relation to specific grants such as pupil premium, primary PE and sport. Consider how sustainability will be achieved if funding stops.

## Staffing

- monitor and evaluate staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled
- agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school development plan;
- monitor staff deployment, absence, recruitment, retention and morale
- ensure that the school promotes the well-being of staff
- recommend to the governing body the procedure for filling vacancies and making staff appointments
- ensure that the school complies with the General Equality Duty in relation to staff.
- ensure the school complies with all requirements in relation to safer recruitment
- monitor and evaluate the impact of the budget for continuing professional development for all staff

**The Board** will also nominate 3 governors to form the **Pay Review Committee** which will:

- ensure an annual review of teachers; salaries in line with current arrangements in the School Teachers; Pay and Conditions Document\*\*;
- ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies;
- consider the recommendation of the headteacher's performance review group in relation to whether to award the head an increment\*\*\*;
- scrutinise a sample of performance management review statements for staff to ensure a link between quality of teaching and pay progression

\*\* Anyone employed to work at the school other than the headteacher must withdraw from this item

\*\*\* Anyone employed to work at the school including the headteacher must withdraw from this item

### **Premises, health and safety**

- draw up medium and long term plans relating to the repair, maintenance and development of premises and infrastructure and recommend action to the governing body;
- monitor and evaluate health and safety and emergency procedures ensuring that necessary checks and risk assessments are carried out and action points are implemented.

#### **Statutory policies and documents**

Accessibility Plan  
Allegations of abuse against staff  
Appraisal (performance mgt)  
Business continuity plan  
Capability  
Single Central Record  
Charging and Remissions policy  
Data protection  
Dealing with allegations of abuse made against staff  
Freedom of Information Scheme  
Governors' Allowances policy  
Health and safety and risk assessments  
Premises management regs  
SFVS  
Staff discipline, conduct and grievance  
Teachers' Pay policy  
Whistle Blowing  
Staff code of conduct/behaviour policy

### **Voting**

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## **CHILDREN, FAMILIES AND COMMUNITY COMMITTEE**

### **Membership**

The Committee will comprise up to 6 governors and where appropriate associate members to provide specific expertise and or skills.

### **Quorum**

The quorum for meetings of the Committee is 3 governors. The meeting will not take place unless the headteacher or her/his representative is present.

### **Meetings**

The Committee will meet at least once a term, in advance of the main governing body meeting, with additional meetings as necessary.

**Responsibilities:** all committees have the following responsibilities. To:

1. Receive reports from the members of staff about matters relating to any of the issues listed in their terms of reference.
2. Contribute to, monitor and evaluate relevant parts of the SEF, the school development plan and the policies allocated to them, reporting or making recommendations to the full governing body.
3. Consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
4. Consider the views of staff, pupils and parents when making strategic decisions that will impact on them
5. Consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies. Take appropriate action on any other relevant matter referred by the governing body.

**The Children, Families and Community Committee** will monitor and evaluate relevant Equality Objectives and assigned sections of the SEF and linked key issues in the SDP notably:

- ensuring that the two safeguarding governors systematically test the evidence base stated by staff in the safeguarding audit;
- the impact of safeguarding policies
- the impact of the school's contribution to pupils' personal development, behaviour and welfare
- pupil applications and admissions
- attendance and punctuality
- behaviour patterns and trends, exclusions and rewards

- the views of pupils, parents and staff and how these are taken into account in planning and day to day practice;
- the effectiveness of partnerships with other schools, external agencies and the community including business, to improve the school, extend the curriculum and increase the range and quality of learning experiences for pupils.
- the engagement and views of parents with the school, particularly those who find it hard to engage, and how these are taken into account, and consider ways in which home-school links can be further developed, making appropriate recommendations;
- community links and community use of the school,
- the school's contribution to promoting community cohesion;
- supporting the school in ensuring that the school's website is compliant.

#### **Statutory policies and documents**

Behaviour Policy  
 Child Protection Policy  
 Complaints procedure statement  
 Compliance with information online/website  
 Equality information and objectives  
 Home School Agreement  
 Register of pupils admission to school  
 Register of pupils' attendance  
 Statement of behaviour principles  
 Supporting children with medical conditions  
 Such other policies that the context warrants e.g. FGM, CSE, mental health, Self harming, gangs

#### **Voting**

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