Jubilee School & Fernbank Children's Centre
inspiring imaginations

TERMS OF REFERENCE
TEACHING AND LEARNING COMMITTEE

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A. MEMBERSHIP AND COMMITTEE PROCEEDINGS

1. The Committee is a sub-committee of the Full Governing Board and will consist of at least three members of the Governing Board plus the Headteacher. The Deputy Headteacher will be an associate member of the Committee but will have no vote.
2. The Committee shall not be quorate unless three members of the Committee are present. The Head Teacher may count towards the quorum.
3. In the absence of the Chair, members shall elect one of their number to take the Chair for that meeting.
4. All Governor Members of the Committee shall be entitled to vote and, in cases of deadlock, the Chair shall have a second or casting vote. In the event that the matter is unresolved it will be referred to the Full Governing Board.
5. The Committee will meet twice per term and at other times when appropriate. In urgent situations where it is impractical to call a meeting of the Committee, the Chair may act on its behalf, but should report back to members as soon as possible.
6. The committee meeting will not be open to the public but non-confidential minutes shall be made available if requested.
7. Members of the Committee and its Chair will be appointed/reappointed on an annual basis at the first meeting of the Governing Body in the academic year.
8. The Terms of Reference of this Committee will be reviewed by the Governing Board each academic year and ratified.
9. The meetings are to be clerked by an officer appointed by the Governing Board. Unapproved Minutes will be presented at the first Governing Board following, and approved at the next meeting of the Teaching and Learning Committee.

B. POWERS AND RESPONSIBILITIES DELEGATED TO THE COMMITTEE

<u>Teaching and Learning Policy Review Functions</u>

1. To establish, keep under review at appropriate intervals and to monitor implementation and effectiveness of schools policies in relation to Teaching and Learning.
2. To ensure the school has a robust approach to the safeguarding and well-being of all pupils.

<u>Assessment and Improvement - Related Functions</u>

1. To support staff in ensuring the teaching is high quality.
2. To review and monitor and evaluate the curriculum on offer.
3. To recommend for approval to the Full Governing Board the:

    a. Jubilee Primary School Priorities
    b. Jubilee Primary School Priorities Review

4. To ensure adherence to all policies and procedures, as stipulated by the DfE and Hackney Education/London Borough of Hackney.

5. To ensure the requirements for children with special needs are met and to receive termly reports from the Headteacher/Inclusion Manager and from the SEND governor.
6. To monitor and evaluate the rates of pupils progress and standards of achievement and the impact of quality of teaching on progress. This will include Pupil Premium children and any underachieving group.
7. To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of responsibility.
8. To monitor and evaluate provisions for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
9. To consider the recommendations from external reviews of the school (e.g. Ofsted), agree actions and evaluate regularly the implementation plan.
10. To ensure children have equal opportunities.
11. To advise the Resources Committee on the relative funding priorities necessary to deliver the curriculum.

Staffing Functions

1. To support teachers/trainers to increase their professionalism and improve their practice.
2. To monitor and evaluate the effectiveness of leadership and management.
3. To monitor and evaluate the impact of continual professional development on improving staff performance.

Engagement functions

1. To oversee the strategic implementation of the School publicity, public presentation and relationship with the wider community including effective parental partnerships.
2. To identify and celebrate pupil and staff achievements.
3. To 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

1. Make focused visits to the school.
2. Explore specific aspects within the link subject area to gain deeper understanding of relevant issues.
3. Establish regular contact with people within the school with responsibility for the link subject area.
4. Provide support and encouragement and a listening ear for staff members with whom they are linked.
5. Monitor provision of equipment and use of school facilities.
6. Be involved with establishing/monitoring/evaluating the impact of relevant policies adopted by the governing body within their link subject/specialist area.
7. Report back after visits, making recommendations as appropriate either via the agreed report format and or at committees or full governing body meetings.

Matters to be reported to the Governing Body at the next available meeting

1. Changes and variances of concern with regards to progress of achievement.
2. Any funding priorities necessary to deliver the curriculum.
3. Significant changes required to the leadership, management or staffing structure.