

## Terms of Reference

### **Standards, Personalisation and Curriculum Development**

The scope of this committee centres on the progress and achievement of all students through:

- Curriculum Development
- Target Setting, Tracking and Intervention
- Achieving Standards of teaching and learning, attainment and progress
- Personalisation, Care support, information, advice & guidance

### **Membership**

Not less than four governors appointed by the Governing Body plus any associate members appointed by the Governing Body to the committee.

- The committee may make recommendations to the Governing Body for Co-option of non-governor members.
- The Committee Chair and Vice Chair should be appointed at the beginning of each school year by the committee and shall not be a member of staff at the school or an Associate member or a non-governor member.
- The Chair of Governors can be an ex-officio member of each committee and may attend each committee meeting and vote because s/he has chosen to be a governor.
- The Principal may attend meetings and may vote *unless* s/he has chosen to opt-out of being a school governor.

### **Disqualification**

Any member of staff, other than the Principal, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Principal or any governor may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

### **Quorum**

Three governors who are appointed members of the committee.

### **Meetings**

- The committee shall meet at least once a term and otherwise as required.
- In the absence of the Chair and the vice chair, the committee shall choose an acting Chair for that meeting from among their number.
- In the event of a tied vote the Chair or acting Chair shall have a second or casting vote.

- It is advisable that each committee shall be clerked by the Clerk to Governors. In the absence of the Clerk the committee shall choose a Clerk for that meeting from among their number (someone who is not a member of staff at the school).
- The 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 his/her absence by the Vice chair or another member of the committee).

### **General Terms**

- To act on matters delegated by the full Governing Body.
- To liaise and consult with other committees where necessary.
- To contribute to the Academy Improvement Plan and the three year strategic vision
- Although primary responsibilities for policies concerning Health and Safety, Inclusion, and Child Protection, are delegated to specific committees, all committees should consider relevant aspects of these.
- Accurately evaluate the schools strengths and areas of improvement and use findings to promote improvement

### **Specific Terms – Curriculum Development**

- To develop, implement and monitor the Academy’s curriculum policy.
- To monitor and evaluate the breadth, balance and effectiveness of the Curriculum offer, ensuring it is a quality provision, enabling a range of core skills including reading, writing, communication, Mathematics as well as enabling spiritual, moral, social and cultural development, and ensuring these are applied across the curriculum
- To consider and advise the governing body on their statutory obligations regarding the National Curriculum and any other statutory requirements relating to the curriculum
- To ensure that the B of D’s monitor equality of provision and fulfils its statutory requirements.

### **Specific Terms - Target Setting, Tracking and Intervention**

- To monitor and evaluate the implementation of robust strategies for target setting, tracking & timely and effective intervention in relation to students’ learning & forecast performance in accredited pathways.
- To contribute to the development and implementation of robust and meaningful supportive accountability frameworks at all levels.
- To support senior leaders in the setting and monitoring of targets and actions against key indicators of performance within a framework for school improvement planning.

### **Specific Terms – Achieving Standards of Teaching and Learning, Attainment and Progress**

- To monitor and evaluate the effectiveness of teaching & learning in achieving whole school and individual targets.
- To reflect on data analyses ( FFT, CATs, ALIS, Local Authority, School profiles, RAISE online and the school's quality assurance platform in order to monitor and evaluate students' standards of attainment and achievement, ensuring they make progress relative to their starting point. (Whole school, departments and key groups of students)
- To ensure that the governing body's statutory duties with regard to the impact of the curriculum on the achievement of students with additional needs (SEN, more able, EAL, Ever 6, children looked after etc.) are met and the attainment gap for different groups continues to close
- To share in the decision making in respect of strategies for raising standards of teaching, learning, attainment and progress, maintaining or raising standards of attendance, punctuality.

### **Specific Terms – Personalisation, Learner care, Support, Information, Advice & Guidance,**

- To monitor and evaluate the effectiveness of the personalised educational provision and ensure that it applies regardless of background, ethnicity or additional educational need.
- To contribute to the strategic planning of learner safety, care, support & impartial information, advice & guidance and monitor and evaluate its implementation.
- To monitor the outcomes resulting from the allocation of the Pupil Premium

Terms of reference agreed on 7 October 2015

Signed

To be reviewed in the autumn term 2017