

## School Improvements Committee Terms of Reference

### Purpose

The School Improvements Committee is a sub-committee of the Full Governing Body. The core functions are to oversee the educational performance of the school, including issues relating to pupil progress and achievement, the quality of teaching and learning, teaching staff further development, and the development and delivery of the school curriculum.

### Membership

The committee shall consist of no fewer than five governors including the Headteacher. Membership of the committee will be ratified by the Full Governing Body at the first meeting in the school year. A chair/vice chair will be elected to the committee, annually, at the first meeting in the school year (this cannot be a school employee or a non-governor). The clerk to governors will attend. The advisor to the Committee will be the business manager.

The committee may appoint non-voting members (governors or otherwise) for the transaction of any appropriate business. All appointed members shall be approved by the Full Governing Body.

### Quorum

One half of the membership of the committee. The majority of governors in attendance should be non-employees of the organisation. Associate governors are not included in the quorum of the committee. If the meeting is not quorate, recommendations only can be made.

### Meetings

The committee will meet at least 3 times a year scheduled to align with regulatory and reporting requirements, wherever possible. Additional ad hoc meetings may be arranged to deal with identified significant issues or to cope with increased workload. Should the chair be unavailable the vice-chair will step up or a temporary chair will be elected for that meeting.

### Voting

Committee members will make decisions by voting at committee meetings. To vote, a voting member of the committee must be present at the meeting. Meetings may be hosted face to face or remotely. If a committee member has a direct or indirect interest in a matter to be decided by the committee, and this could affect the way they do their duties they must tell the committee and must not vote on the issue. A motion will be passed at a committee meeting where a majority of voting members present are in favour of the motion. If there is a tied vote the committee chair will have the deciding vote.

### Accountability

The committee will report back to the Full Governing Body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration.

### Emergency Power

Urgent decisions normally requiring consultation with the committee can be taken by Chair of the Full Governing Body if it is not reasonable to delay the decision until the next committee meeting.

### Agenda, Supportive Documentation and Minutes

An agenda for each meeting will include all the tasks which the committee is required to consider. The agenda and supportive documents shall be circulated at least seven days in advance of the meeting. The minutes of the committee meetings will be shared with the Full Governing Body and made available to the public.

The committee will not disclose material relating to a named employed or engaged member of staff or proposed to be employed or engaged member of staff at the school, a named pupil at, or candidate for admissions to the school and any matter which by reason of its nature, the committee are satisfied should remain confidential.

Where confidential matters are discussed, the Governance Clerk will ensure Confidential Part 2 Minutes are produced, reviewed and ratified by the committee. Confidential Part 2 Minutes will not be made available to the public.

### **Policies and Compliance**

The committee will ensure the school has in place all DFE statutory policies that have been delegated to the committee and to keep these under regular review, consulting with representative stakeholders as appropriate. The DFE recommends that all statutory policies are reviewed annually. All in-school and non-statutory policies will be ratified in line with the School Policies Schedule. The School Policies Schedule will be reviewed at every committee meeting and policy reviews will be planned in advance of committee meetings.

### **School and Governance Improvement**

- To ensure compliance with local and national guidance and regulations.
- To take an active role in both the School and the Governance Self Evaluation, identifying success and areas requiring improvement.
- To update and review regularly the School Profile and School Improvement Plan identifying monitoring opportunities for the committee.
- To consider recommendations from external reviews of the school (Ofsted, or SIA reports for example) agree actions as a result of reviews and evaluate regularly the implementation of the plan
- To update and review regularly the Governance Improvement Plan identifying areas of development for the committee.
- To continue its development as an outward facing establishment through continuing to build on its links and partnerships within and beyond the local community.
- To monitor information provided by the school, LA and DfE and ensure necessary action is taken by the committee.
- To ensure Governors attend relevant training to continue their effectiveness.

### **Operational**

- To recommend to the Full Governing Body, a timetable of meetings to ensure the committee meets at least 3 times per year.
- To elect the Chair and Vice Chair to the committee.
- To recommend to the Full Governing Body, any amendments to the committee's Term of Reference.
- To receive reports from any pairs or individual to whom a delegation has been made and to consider whether any further action by the committee is necessary.
- To record Governors' Business/Pecuniary Interests and Gifts and Hospitality.
- To regularly monitor the attendance of Governors at committee meetings.
- To ensure the Headteacher provides such reports as requested by the committee to enable it to undertake its role.
- To ensure that the statutory required information is published on the school's website.
- To ensure that the committee complies with all other legal duties placed upon them.

### **Curriculum:**

- To ensure that the National Curriculum is taught to all pupils and that the curriculum has appropriate coverage, content, structure and sequencing that is implemented effectively.
- To act as a working party for any specific curriculum issues, implementation of new initiatives and Government/LA directives.
- To promote and support curriculum development within the school.
- To consider and promote, with the school Senior Leadership Team, internal strategies for improving pupil achievement.
- To keep under review, a Charging and Remissions Policy for school activities.

**Pupil Assessment, Monitoring and Target Setting:**

- To ensure effective assessment systems are operating within the school.
- To receive from the Headteacher, regular assessments from in school monitoring/tracking systems.
- To review annual Teacher Assessments and other pupil results as reported by Government bodies and the LA.
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving, abler, vulnerable, disadvantaged groups.
- To monitor and evaluate provision 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.
- To monitor standards and progress through regular staff generated core subject reports.
- To set targets for pupil achievement improvement in conjunction with the Senior Leadership Team, Governing Body and LA.
- To work with and assist the appointed core subject curriculum Link Governors and ensure that the Governing Body receives regular updates on these activities.

**Special Education Needs and Disabilities**

- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher/SENCO and an annual report from the SEND governor/s.
- To ensure that the necessary special education provision is made for any pupil who has SEND.
- To ensure that parents are notified by the school when special educational provision is being made for their child.
- To ensure the school produces and publishes online its school SEND Information Report
- To co-operate with the LA in developing the local offer.
- To ensure the school follows the statutory SEND Code of Practice.
- To ensure there's a qualified teacher designated as the SENDCo for the school.
- To ensure arrangements are in place for supporting pupils with medical conditions, and ensure that the school meets the statutory policy requirements.

**Equal Opportunities:**

- To ensure that equal opportunities for all pupils are encompassed within all school policies and procedures, including pupils with English as an Additional Language and those identified as Gifted and Talented and Disadvantaged.
- To monitor provision and access for pupils with Special Educational Needs and disabilities and work closely with the SEND Link Governor.

**General Purpose**

- To conduct any other business as appropriate, falling under the responsibility of the School Improvement Committee.

**Training and Development**

- To attend appropriate Governor training courses for resources and finance matters.

**Governor Visits**

- To ensure arrangements are in place for Link Governors to carry out monitoring visits.

**Approved by the Full Governing Body:****Date:** 29<sup>th</sup> September 2022**Next Review Date:**

Autumn Term 2023