



## TEACHING & LEARNING COMMITTEE

### TERMS OF REFERENCE

#### 1 COMPOSITION

At least four members of the governing body with voting rights.

The governing body or the committee may appoint associate members to serve on this committee. Such members may have voting rights only as determined by the governing body and within the terms of the School Governance (Procedures) (England) Regulations 2003.

#### 2 QUORUM

The quorum for a meeting and any vote will be three governors who are members of the committee. The committee shall not meet without the Headteacher present or the presence of a named deputy.

#### 3 TERMS OF REFERENCE OF THE COMMITTEE

- i to gain an understanding and overview of all curriculum areas and their place within the broader school curriculum.
- ii to advise the governing body on the school's curriculum statement and its statutory obligation regarding the National Curriculum.
- iii to consider the curriculum of the school in accordance with the national and local requirements.
- iv with the assistance of the staff, to provide information about how the curriculum is taught, evaluated and resourced.
- v to monitor the effectiveness of all of the school's curriculum policies and recommend changes to the governing body where appropriate, including the school's policy on religious education and collective worship and the school's policy on sex education.
- vi to be informed of the appointment of subject co-ordinators and any changes in curriculum responsibilities.
- vii to consider inspection reports, prepare action plans and monitor progress.

- viii to receive regular reports on the progress being made towards achieving school improvement and pupil progress targets.
- ix to make recommendations on strategic developments and ensure that targets are set to improve pupil achievement and school effectiveness.
- x to review information about school performance and its reports to parents.
- xi to provide an annual programme of curriculum topics for governors' subsequent reports.
- xii to establish a procedure of reporting governors' visits linked to curriculum areas. Reports are to be reviewed by the Teaching & Learning committee as part of monitoring of standards in all curriculum areas.
- xiii to contribute to the school's development plan.
- xiv to have the delegated power to make decisions in relation to the curriculum of the school.
- xv to consider all matters in relation to teaching & learning.

#### **4 APPOINTMENT OF CHAIR AND CLERK**

The appointment of the chair and clerk shall be determined by the committee and reviewed annually.

#### **5 MINUTES**

A written record of the meetings of the committee will be submitted to the next full governing body meeting, through the clerk to the governing body.

#### **6 FREQUENCY OF MEETINGS**

The committee will meet at least once each term. More frequent meetings will be arranged if necessary. There will be an additional meeting during the summer term to discuss the School Development Plan.

#### **7 CONVENING MEETINGS**

A meeting shall be convened by the chair of the committee. The chair will give every member of the committee and the headteacher (if not a member of the committee) written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven day' clear notice before the date of the committee meeting. If the chair of the committee considers that there are matters that demand urgent consideration they may determine a shorter period of notice.