

# **Terms of Reference for the Teaching and Learning Committee of the Governing Body of Bishops Tawton Primary School and Bishops Tawton Pre-School.**

Membership: Melanie Smallwood  
Stephen Minall  
Lisa Weatherley-Taylor  
Simon Mills  
Chloe Gilmartin

Associate Members:

Quorum 3  
Stephen Minall

Chair of Committee:

Clerk of Committee: Shared

Meeting dates for  
Academic year 2017/18 10th October 2017  
21st November 2017  
  
30th January 2018  
6th March 2018  
  
1st May 2018  
12th June 2018

Agreed at meeting of full Governing Body 7<sup>th</sup> November 2017

Date of review: November 2018

## **Withdrawal**

Any person employed to work at the school, other than the Headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed

## **Matters of Urgency**

These may be dealt with by the Chair of Governors, Chair of the Committee and Headteacher and reported to the next meeting of Committee or Full Governing Body

## **The Governing Body's responsibilities for teaching and learning of Bishops Tawton Primary School and Pre-School:**

The governing body has general responsibility for the conduct of the school with a view to promoting high standards of educational achievement (Guide to the Law for School Governors). Every child matters and the governing body will want to ensure that in all its activities the school is enabling every child or young person to achieve his or her full potential and maximise his or her life chances, choices and opportunities.

## **Best Value**

Where possible and reasonable the governing body will ensure the principles of Best Value are followed when making decisions.

The principles of Best Value are:

- Challenge - why, how and by whom an activity is carried out;
- Compare - performance against other schools and between parts of each school;
- Consult - involving stakeholders, especially pupils and parents;
- Compete - as a means of securing efficient and effective services.

## **Decision or Recommendation**

**D=** decision to be taken by the committee and reported to the full GB in the minutes

**R=** the committee to bring recommendation to a meeting of the full GB for a decision

<b>Curriculum</b>	
<b>Policies that are delegated to this committee</b>	
To monitor implementation of changes to the school curriculum and EYFS in line with national and local guidelines and requirements.	D
To receive information from the Headteacher and the staff about how the curriculum and EYFS is taught, evaluated and resourced.	
To agree the policies for religious education and sex education.	D
To agree the arrangements for educational visits and ensure that they are in line with current Devon County Council guidance (link to Health and Safety)	D
To agree any specific involvement by individual governors in curriculum areas (link to School Improvement)	
To agree policy, protocol and timetable for governor visits to the school (link to School Improvement)	

<b>Inclusion</b>	
<b>Lead governor</b>	
<b>Policies that are delegated to this committee</b>	
To ensure that the requirements of children with special needs are met through establishing and monitoring a Special Educational Needs policy and any arrangements for gifted and talented children	D
To ensure the needs of looked after children are met through the agreement and review of the relevant policy	D
To ensure that the school and pre-school meets the statutory requirements relating to equality legislation (race, disability, gender etc also link to Personnel)	D
To monitor pupil attendance and set targets as necessary	D
To agree the school behaviour policy and monitor exclusion data	D

<b>School Improvement</b> <b>Lead governor:</b> <b>Policies that are delegated to this committee:</b>	
To contribute to strategic planning within the school and pre-school, and to recommend the School Improvement/Development Plan to the full Governing Body	R
To review and evaluate at least annually with the Senior Management/Leadership Team, the success of the School and pre-school Improvement/Development Plan including EYFS action plan and report to the full Governing Body.	
To agree the Governing Body's monitoring arrangements in respect of the school development plan and report progress (including curriculum) to the Governing Body at least termly	D
To contribute to school self evaluation by understanding and agree the judgements that the school makes about its own performance and reporting these to the Governing Body at least annually. (SEF)	D
To review the data package in the autumn term and report key messages on school performance, including benchmarking information, to the Governing Body	

<b>Community and Parent links</b> <b>Lead governor:</b> <b>Policies that are delegated to this committee:</b>	
To assist the Headteacher in promoting good relationships and communication with parents and the community	D
In respect of the duties under Extended Services legislation, to ensure that the needs of stakeholders are monitored and responded to appropriately. (parent view)	R
To regularly receive updates on publicity and any related issues as required	D
To assist with establishing and overseeing the school and pre-school website and ensure that statutory information relating to the school is available on the school's website	D
To ensure a complaints procedure is in place and monitored	D
To ensure the Prospectus is up to date.	D
To ensure the Governing Body's duties on pupil record keeping, disclosure of pupil information and pupil reports are fulfilled	D
To encourage wider networking with other schools and pre-schools in the Local Learning Community	D