



# BUGLAWTON PRIMARY SCHOOL

*Be the Best We Can*

## Teaching & Learning Committee Terms of Reference

- Membership:** The committee shall consist of not less than three governors. Membership should include the Headteacher or a member of the Senior Leadership Team (SLT) with responsibility for the curriculum and the named governor for Safeguarding Children / Looked after Children. The committee may make recommendations to the FGB for co-option of Associate Members and advise whether or not such members should be given a vote.
- Quorum:** Three governors including the head or SLT member and a governor who is not an employee of the school.
- Meetings:** At least once per term and more frequently if deemed necessary by the majority of members.
- Chair:** Non-employee to be elected by the committee.
- Accountability:** The committee will report back to the FGB by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration.

### Terms of reference:

1. To contribute, in collaboration with the head and staff, to establishing, monitoring and evaluating sections of the School Development Plan relating to teaching, learning, curriculum and quality of provision, the personal development and well-being of pupils and to oversee any key issues relating to curriculum delivery in line with guidance.
2. To keep relevant sections of Self-Evaluation documentation under review and update as necessary.
3. To ensure that the curriculum is: broad and balanced; relevant to the needs of all children; provides continuity and progression; adequately resourced.

4. To ensure that the National Curriculum is delivered and its assessment procedures are carried out in line with the legal framework.
5. To ensure that policies and procedures are in place to reduce barriers to learning, improve behaviour, attendance and punctuality and reduce exclusions and to monitor their impact.
6. To establish, monitor the impact of, and review the School's Curriculum Policy, Teaching & Learning Policy, SEN Policy and other curriculum related policies in line with the agreed cycle and make recommendations to the FGB for change as necessary.
7. To review the policy and provision for collective worship and RE in line with the locally agreed syllabus and make recommendations for change as necessary.
8. To establish, monitor the impact of, and review all the school's plans, policies and procedures relating to the personal development and well-being of pupils and their spiritual, moral, social and cultural development.
9. To review the School's provision for Personal, Social, Health & Citizenship Education taking account of Local Authority & Government guidance.
10. With the support of the SLT, ensure the quality of teaching and the effective use of teaching assistants.
11. To promote extra-curricular/enrichment activities.
12. To receive curriculum progress reports from the head and others, including an analysis of the Analyse School Performance ("ASP"), Ofsted data dashboard and information about non-statutory assessment and testing in order to monitor, review and evaluate the standards of achievement, seek to make continuing improvements and inform target setting. To assist in the preparation for Ofsted inspection and to consider its report.
13. To ensure that statutory targets for pupil achievements are set and published as required.
14. To oversee communication of information to, parents and the wider community on matters relating to the curriculum as required.
15. To promote high quality displays of children's work and information that provide a stimulating learning environment and celebrate the work of the school.
16. To ensure that the school offers equality of opportunity to all children whatever their gender, ethnicity, religion, background or ability through all its policies, procedures and practices.
17. To promote and support the further development of the School Council and provide a link between the School Council and the governing body.
18. To promote partnership with parents to support their children's learning.
19. To promote extended school facilities and community cohesion.

20. To liaise with, consult with, and provide information to parents and the wider community on matters relating to pastoral issues, and pupils' personal development and well-being.
21. Monitor and ensure that the school has robust safeguarding procedures in place and that policies to safeguard and promote the welfare of children (and linked policies) are in line with legislative requirements.
22. To ensure that Pupil Premium funding has an impact on the progress of the disadvantaged pupils.
23. To ensure the PE funding has an impact on all pupils.