

# Terms of Reference for the Teaching and Learning Committee of The Gateway Federation 2016-17

Membership:	Linda Watt Sam Wilson-Hammond Jo Galbraith Sue Denham Hannah Day Tim Baker Keith Denby
Associate Members:	None
Quorum ( <i>minimum of 3</i> )*:	3 including the Headteacher
Chair of Committee:	Jo Galbraith
Clerk of Committee:	Clerk for The Gateway Federation, currently Rose Elliott,
Meeting dates	As agreed on the Calendar of meetings for Academic year 2016-2017
Date of review:	Annual Review at the first Teaching & Learning Committee /Governing Body Meeting of the Academic Year

Agreed at meeting of Full Governing Body 20<sup>th</sup> September 2016

Signed: ...*L. Watt*.....Chair of Governors

## 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

## Governing Body's responsibilities for teaching and learning:

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. Every child matters means that every child or young person needs to:

- Be healthy
- Stay safe

- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing

### **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.

## **Curriculum**

To approve the school's Curriculum Policy and to monitor implementation of changes to the school curriculum in line with national and local guidelines and requirements

To receive information from the Headteacher and the staff about how the curriculum is taught, evaluated and resourced

To agree the policies for collective worship, religious education and sex education

To agree the arrangements for educational visits and ensure that they are in line with current Devon County Council guidance ( with Resources - Health and Safety)

To agree any specific involvement by individual governors in curriculum areas – with School Improvement Plan – Subject Governors

To agree policy, protocol and timetable for governor visits to the school – with School Improvement Plan – Monitoring Visits and Evidence of Visits

## **Inclusion**

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

To ensure the needs of looked after children are met through the agreement and review of the relevant policy

To ensure that the school meets the statutory requirements relating to equality legislation (race, disability, gender etc )– with Resources – Personnel - Action Plans

To monitor pupil attendance and set targets as necessary

To monitor pupil discipline and behaviour

## **School Improvement**

To contribute to strategic planning within the school, and to recommend the School Improvement/Development Plan to the full Governing Body

To review and evaluate at least annually with the Senior Management/Leadership Team, the success of the School Improvement/Development Plan and report to the full Governing Body
To agree the Governing Body's formal monitoring arrangements in respect of the plan and report progress to the Governing Body at least termly
To monitor, review and make changes to the school Self Evaluation Form (SEF) (link to Personnel for Leadership and Management?)
To review the data package in the autumn term and report key messages on school performance, including benchmarking information, to the Governing Body
To recommend the annual statutory targets for pupil achievement to the Governing Body

## **Community and Parent links**

To assist the Headteacher in promoting good relationships and communication with parents and the community, with specific reference to Community Cohesion legislation and guidance
In respect of the duties under Extended Services legislation, to ensure that the needs of stakeholders are monitored and responded to appropriately
To regularly receive updates on publicity and any related issues as required
To review the school prospectus and the School Profile
To assist with establishing and overseeing the school's website
To ensure a complaints procedure is in place and monitored
To ensure a home-school agreement is in place and monitored
To ensure the Governing Body's duties on pupil record keeping, disclosure of pupil information and pupil reports are fulfilled
To encourage wider networking with other schools in the Local Learning Community