

<b><u>HYNDBURN PARK PRIMARY SCHOOL</u></b> <b><u>STANDARDS AND EFFECTIVENESS COMMITTEE</u></b>
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### **Membership**

The committee shall consist of at least five governors, including the headteacher (ex-officio).

Non-voting participants may be invited to meetings by the committee as and when required. These will include:

- Senior leaders
- Middle leaders
- School advisers
- Specialist consultants

The Committee will elect a Chair from within its own membership. For the academic year 2019 - 2020, the Chair will be **Alison Kerry** and the Vice Chair **Sarah Bedwell**.

The membership of the committee will be reviewed and determined annually.

The governing body will appoint a clerk to the committee, who will not be another governor. For the academic year 2019 – 2020 Joanne Carr (LCC) has been appointed as clerk to the committee.

### **Quorum**

The quorum shall be three members, including the Headteacher, but excluding any associate members or observers.

### **Meetings**

The clerk to the committee shall be responsible for convening meetings of the committee. Procedures of any meeting held must be minuted and those minutes presented to the next meeting of the governing body.

The committee shall meet at least once each term and otherwise as required.

### **Responsibilities**

The main function of the committee is to monitor and evaluate the standards and achievement of the school and the quality of education provided.

In particular, the committee will:

**Responsibilities - data analysis, assessment, pupil progress, attainment and attendance**

1. Monitor pupil progress in relation to any targets set, and with specific reference to particular groups.
2. Monitor pupil attainment in relation to any targets set, and with specific reference to groups.
3. Receive and critically review school performance data, including that from the Lancashire School Improvement Profile (LSIP) and the Inspection Data Summary Report (IDSR).
4. To make recommendations to the Governing Body on assessment policies, or arrangements.

**Responsibilities – curriculum, teaching and learning**

1. Monitor the impact of curriculum policies and planning on pupils' learning.
2. Receive regular reports from the headteacher on the quality of teaching and learning and the impact of improvement strategies.
3. Monitor and evaluate aspects of the school's provision e.g. guidance and support, leadership and management, and SEN and inclusion.
4. Request and receive reports, as and when required, from key members of staff e.g. curriculum leaders and senior leaders.
5. To ensure that the curriculum provided meets the statutory requirements, including those for reporting, Religious Education, Collective Worship, and Sex and Relationships Education.
6. To prepare or review any curriculum policy document which is the responsibility of the Governing Body.

**Responsibilities – school self-evaluation and improvement planning**

1. Ensure members of the committee and other governors have a clear understanding of the vision and aims, and the strengths and weaknesses of the school so they can actively contribute to the completion of the school's Record of Self-Evaluation (RoSE).
2. Ensure that committee members and other governors keep themselves informed of the key initiatives and take part in appropriate training and development activities.
3. To monitor progress against the School Improvement Plan termly, and other improvement plans as appropriate.

**Responsibilities – should the school be in an OfSTED category, 'requiring improvement', or on a LA 'cause for concern' list**

1. Where the school is in an OfSTED category, monitor progress in meeting the key issues identified in the Post-OfSTED Action Plan and subsequent OfSTED and HMI reports.
2. Provide regular reports to the governing body on their monitoring of the Post-OfSTED Action Plan.

3. Where appropriate, review and evaluate the effectiveness of Local Authority support and intervention.

<b>These terms of reference agreed by the Governing Body</b>	<b>30.09.19</b>
<b>Chair of the Committee</b>	<b>Alison Kerry</b>
<b>Date Committee established</b>	<b>19.06.13</b>
<b>Date of review</b>	<b>13.07.20</b>