



A great school in a great community
achieving great outcomes for children

Terms of Reference for the Teaching and Learning Committee

Membership:	To consist of at least 6 Governors. One member will act as Chair. The Head Teacher, if a member, cannot be the Clerk to the Committee.
Chair:	<i>Either</i> Appointed by the GB <i>or</i> Elected by the Committee. The GB can remove the Chair at any time.
Quorum:	To consist of 5 members.
Meetings:	At least once a term, or before each full Governing Body meeting, and otherwise as required.
Agendas:	To be circulated before the meeting by the Clerk to the committee.
Minutes:	To be circulated to all Governors as soon as possible after the date of the meeting, or with the agenda papers for the next full Governing Body meeting. Minutes to include a brief summary of items discussed and clear reasons for all decisions taken.
Review:	Membership and terms of reference to be reviewed annually at the Autumn Term Governing Body meeting.

The Governing body delegates the following responsibilities to the Teaching and Learning Committee:

- Agreeing targets for pupil performance
- Monitoring pupil performance and progress data
- Ensuring the effective use of teacher appraisal in maintaining high quality teaching and learning

Specifically, the terms of reference of the Committee are:

1. To review the school's own tracking data to identify progress including strengths and weaknesses and to receive details on the impact of targeted intervention
2. To consider how the school is targeting areas of underperformance in relation to pupil progress
3. To discuss and set targets for pupil performance
4. Receiving reports from school and appropriate staff about how the school is narrowing the gap for vulnerable groups.
5. Ensure high standards and good progress through the analysis and response to relevant data such as RAISEonline and to use such information in supporting the Headteacher to set appropriately challenging school targets;
6. Ensure the inclusion of all learners;
7. Monitor the impact of Pupil Premium funding
8. Ensure that the requirements of pupils in vulnerable groups are met
9. Ensure effective teacher appraisal systems including the monitoring of teaching and learning
10. Keep up to date with local and national educational initiatives including Ofsted inspection frameworks and other relevant documentation;

Agreed June 2014

Chair of Governors: _____

Date: _____

Headteacher - Mrs J. Reynolds
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