



Resilient Respectful Reflective

PERFORMANCE COMMITTEE

(Curriculum, Teaching & Learning)

TERMS OF REFERENCE

Date: January 2016

Content:

1. Membership
2. Quorum
3. Meetings
4. Chairmanship
5. Partnership with the Headteacher
6. Responsibilities – Policies and Procedures & Curriculum Subjects and Content
7. Monitor pupils progress
8. Additional Responsibilities

1. Membership

- 1.1 The Committee shall consist of a minimum of 5 members of the Governing Body, including the Headteacher who is, ex-officio, a member of the Committee.
- 1.2 The Committee will elect a Chair from within its own membership.
- 1.3 Other members of the Governing Body may attend any meeting of the Committee, but they may not vote.
- 1.4 The Committee shall have such associate members as the Governing Body appoint.
- 1.5 The membership of the Committee shall be reviewed and determined annually by the Governing Body.



Resilient Respectful Reflective

2. Quorum

- 2.1 The Quorum shall be three Governors, including the Headteacher (or their designated deputy) but excluding any co-opted non-voting members.

3 Meetings

- 3.1 The Committee shall meet at least three times every year and on other occasions as may be required.
- 3.2 Meetings will take place 2-3 weeks prior to the Governing Body meetings to allow for time for any actions and minutes to be circulated.
- 3.3 Seven days notice of a meeting will be given but this timescale may be shortened if the Chair of the Committee decides the issue needs urgent attention.
- 3.4 A volunteer shall act as clerk to the Committee. A member of the Committee (but not the Headteacher or Chair) may act as Clerk in the absence of the formally appointed Clerk.
- 3.5 The Clerk or the chair shall be responsible for convening meetings of the Committee. Meetings must be minuted and these minutes presented for the next meeting of the governing body. A copy of the minutes, once approved, must be signed by the Chair and kept in a file in the school office.
- 3.6 The Committee shall report its actions to the Governing Body via its Committee Report and/or by circulating its minutes to the members of the Governing Body.
- 3.7 The rules for declaration of interest and withdrawal from the meeting are the same as those for Governing Body meetings.

4. Chairmanship

- 4.1 The Chair of the Committee shall be elected annually by the Committee, at its meeting of the Autumn Term.



Resilient Respectful Reflective

4.2 If the Chair is absent from a meeting, a Governor, but not the Headteacher, may be elected to take the chair for the duration of that meeting.

5. Partnership with the Headteacher

5.1 In carrying out its functions, the Committee will receive information and advice from the Headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.

6. Responsibilities

6.1 To ensure that the school complies with the following school and Diocesan policies:

1. Behaviour Principals Code of Conduct Statement
2. Early Years Foundation Stage
3. School Information Published on Web Site
4. Sex and Relationship Education Policy
5. Attendance Policy
6. Calculation Policy
7. Home Work Policy
8. Link Governors Visit Policy
9. Link Governors Report Form
10. Link Governors Aide memoire
11. Mathematics Policy
12. High Attaining Pupils Policy
13. Parents Hand Book
14. School Home Agreement Attendance and Absence Policy
15. Teaching and Learning Policy



Curriculum Subjects - Content:

Art	Mathematics
Design and Technology	Music
English Geography	PE
History	PSHCE
ICT	RE
Science	Modern Languages

To monitor and evaluate the implementation of these policies and Curriculum Subject Content

7. To monitor pupils progress

- 7.1 To decide which subject options should be taught having regard to resources and to implement provision for flexibility in the curriculum (including activities outside the school day)
- 7.2 To monitor and evaluate the School Development Plan with respect to curriculum matters and school self-evaluation.
- 7.3 To agree a curriculum policy to be ratified by the Governing Body at the June/July meeting.
- 7.4 To monitor the school's implementation of the National Curriculum and issues related to it, i.e. target setting, assessment arrangements and reporting to parents.
- 7.5 To ensure there is appropriate provision for children with disabilities, special educational needs and the gifted and talented.
- 7.6 To make recommendations, implement and monitor and review policies on curriculum related matters, including RE, spiritual guidance and education, sex education, PSHE and behaviour.



Resilient Respectful Reflective

- 7.7 To ensure that all pupils have equal access to all curriculum areas as prescribed in the Equal Opportunities Policy.
- 7.8 To review the Home School Agreement and amend it as necessary
- 7.9 To approve off-site visits and activities of more than 24 hours or those which involve a hazardous pursuit or journey by air or sea.

8. In addition the Committee will:

- 7.1 Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the Governing Body.
- 7.2 Contribute to Governing Body and school self-review with particular reference to the school's Self Evaluation process.
- 7.3 Plan, monitor and evaluate appropriate sections of the School Development Plan/School Improvement Plan
- 7.4 Prepare for the Governing Body any appropriate report to parents (or others) on matters relating to the work of the Committee