



## TEACHING AND LEARNING COMMITTEE RESPONSIBILITIES

1 The Committee shall consist of 7 Governors appointed by Governing Body excluding the Headteacher.

**2 The Chairperson shall be elected by the Committee.**

**3 A quorum shall consist of 3 members of the Committee.**

**4 The Governing Body shall appoint a Clerk to the Committee.**

**5 The clerk will ensure:**

(i) a minimum of 7 clear days notice of a meeting is given in writing to each committee member along with the agenda:

(ii) the minutes and decisions of the Committee are recorded and made available for inclusion in the agenda papers of the next Committee meeting.

6 The Committee is authorised to make decisions on behalf of the Governing Body only in respect of those powers specifically within the Terms of Reference.

### **TERMS OF REFERENCE**

#### **1 Development of curriculum policies**

- Conduct regular reviews of curriculum policies - Commission and receive regular reports on the implementation and impact of curriculum policies

#### **2 The implementation of National Initiatives**

- Commission and receive reports on the implementation of National Initiatives 3 Contribute to the review of the Self Evaluation Form.

#### **4 To review on a regular basis :**

a) the school's curriculum policy (annually)

b) the school's policy and provision for sex education

#### **c) the school's provision of daily collective worship**

d) the school's Special Educational Needs (SEN) policy (annually)

e) the school's improvement plan and self-review process (annually)

### **Chairperson**

5 To ensure the school meets the statutory requirements in relation to the National Curriculum and other curriculum issues such as sex education, careers education, etc.

6 To consider and approve the Headteacher's draft of the school prospectus.

7 Monitor the overall progress of the school in line with the School Improvement Plan.

- Contribute to the preparation of the plan - Assess progress and consider the school's capacity to improve - Recommend appropriate action to the governing body.