

# Terms of Reference

## Achievement Committee

Committee with oversight for this policy – Achievement Committee	
Policy to be approved by the Full Governing Body	
Document last reviewed by the Achievement Committee	28/11/2016
Document last ratified and adopted by Full Governing Body	30/11/2016
Policy / Document due for review	Autumn 2017

Villiers High School  
Terms of Reference  
Achievement Committee

**Purpose Statement:**

To review and evaluate, Teaching and Learning, Student Achievement & Standards, and Student Behaviour & Safety.

**Membership**

Shall not be less than four Governors plus the Headteacher.

**Quorum**

Three Governors, including the Headteacher or their designated deputy.

**Meetings**

At least once a term and otherwise as required.

**Terms of Reference**

1. To advise the governing body on standards and achievement, including statutory requirements and the standards agenda.
2. To contribute to the development of the School Development Plan and School Self-Evaluation.
3. To monitor and review academic and pastoral arrangements to ensure the school delivers a broad and balanced curriculum in keeping with the ethos of the school.
4. To monitor both overall achievement and the achievement of specific groups e.g. EAL, SEN, Pupil Premium etc.
5. To monitor pupil attainment and achievement against set targets and National Benchmarks, ensuring that action plans are in place.
6. Ensure that statutory targets are agreed, reported to the governing body and the local authority and published in the school profile.
7. To ensure the promotion of healthy lifestyles including healthy eating and appropriate education and information on health related issues.
8. To ensure that there are effective and enforceable policies on child protection, bullying and racial issues and that all students have confidence that these issues will be dealt with in an appropriate manner.
9. To ensure that as far as possible school is a place of positive experience and enjoyment for students and that the Rewards and Sanctions system reflects this.
10. To ensure that regard is paid to students' spiritual, moral, social, emotional and cultural development.

11. To ensure that students develop their understanding of their rights and responsibilities and have appropriate opportunities to make a positive contribution to the local community.
12. To consider curriculum issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees or the governing body.
13. To make arrangements for the governing body to be represented at school improvement discussions with the local authority and for reports to be received by the governing body.
14. To ensure arrangements for educational visits follow the guidance available from the local authority.
15. To ensure effective provision for students with Special Educational Needs and Disabilities (SEND), and additionally to monitor the impact.
16. Monitor and review curriculum and achievement related policies.
17. To consider any curricular and careers matters referred by staff, students, parents, or the governing body.
18. To evaluate and review the provision of extended school services.
19. To make recommendations to the governing body about school hours and the length of the school day.
20. To ensure that Pupil Premium is used effectively and evaluate the impact of its use.
21. To monitor the quality of learning and teaching across the school.
22. To monitor the level of exclusions, bullying and attendance.