

Woodbank Primary School

School Effectiveness Committee

(Achievement, Curriculum, Teaching and Learning, Data, MER)

Terms of Reference

Membership: At least 5 governors, one of whom will act as chair.

Chair: To be appointed by the full governing body. The governing body may remove the chair at any time.

Quorum: 3 governors.

Meetings: At least once each term and otherwise as required.

Agendas: To be agreed by the chair of the committee and circulated to all governors at least one week before the meeting.

Minutes: To be circulated to all governors as soon as possible after the date of the meeting. Minutes to include a brief summary of items discussed, decisions made and/or a record of any proposals/recommendations for the governing body to consider, clear reasons for decisions taken and where relevant date to be achieved.

Review: Membership and terms of reference to be reviewed annually at the autumn term governing body meeting.

The School Effectiveness Committee is responsible for:

the monitoring and self-evaluation of achievements, progress and standards within, and the overall effectiveness of the school.

Areas of responsibility

- Curriculum delivery
- Standards of teaching and learning
- Monitoring of pupil progress and attainment data
- Approval of school targets
- Assessment
- The effectiveness of the governing body and its work

Information available from

- ASP (Analysis of School Performance)
- Governor Data Dashboard
- SEF (School Evaluation Form)
- SIP (School Improvement Plan)
- Latest Ofsted report

- School Effectiveness Partner/external consultant reports
- Headteacher reports
- Anonymised internal pupils progress and attainment reports
- Pupil Premium report
- Sports Premium report
- SEN report
- Attendance data
- Reports from senior and middle managers
(not an exhaustive list)

Remit

- To advise the governing body on its statutory obligations under the National Curriculum requirements.
- To monitor the progress, attainment and achievements of pupils in all subjects of the National Curriculum, and in all statutory, and non-statutory areas of school life against school targets.
- To provide information to the governing body about how the curriculum is taught, evaluated and resourced and how it meets the needs of learners, with input from relevant school staff.
- To review and approve the policy and provision for collective worship, and for religious education.
- To evaluate the quality of teaching and learning in school.
- To monitor the effectiveness and efficiency of leadership and management within school.
- To monitor the effectiveness of the curriculum strategies within school.
- To review performance data, any other relevant information, and evidence related to standards and achievement.
- To identify areas of underperformance in the school, and advise the governing body.
- To review and advise the governing body on strategies, priorities and targets in order to raise the achievement and progress of pupils and standards within the school.
- To review and approve the school's attainment (achievement and progress) targets.
- To monitor and evaluate the achievement and progress of vulnerable pupil groups e.g. S.E.N.D., Pupil Premium, EAL ensuring their needs are met.
- To monitor and evaluate the impact of Pupil Premium, Sports Premium and other specific funding streams.
- To contribute to, monitor and approve the School Improvement Plan.
- To contribute to, monitor and approve the SEF (School Self-Evaluation)
- To review and monitor the effectiveness of the governing body and make recommendations to the governing body for the development of the governing body.
- To review the governing body code of practice and monitor its implementation ensuring all governors sign their individual declaration on an annual basis.

Associated Policies/School Documentation

- Curriculum statement/policy
- Homework policy

- Marking and Assessment Policies
- Teaching and Learning Policies
- School Improvement Plan
- School Effectiveness Form
- Policy for Subject Areas

Date: 27th September 2018