

All Saints CofE Federation
Data and Development Scrutiny Committee (The committee)
Terms of Reference

Purpose of the committee

The purpose of the committee is to monitor all aspects of the Curriculum and Standards at All Saints and to ensure that the school follows the National and School curriculum and is compliant with current Ofsted requirements and relevant DfE legislation. All monitoring is conducted on behalf of the Local Governing Body (LGB) and recommendations are to be made to the Governing Body as required.

In fulfilling their role committee members are to, in no particular order of priority:

- Closely monitor pupil progress and attainment against Age Related Expectations and other national standards, quality of teaching, and quality of leadership and management, to ensure at least good performance in each category
- In conjunction with the Headteacher agree the School Development Plan and monitor progress against it
- Receive and evaluate the school SEF and give feedback to the Headteacher
- Receive feedback from pupil conferences
- Evaluate both current and historic data (anonymised)
- Remain abreast of curriculum changes; ensuring the timely introduction and monitoring of new initiatives
- Meet at least once per term (cycle) with the Headteacher or nominated senior leader to review statutory, published and in-year data and other information as required
- Invite Subject Leaders and designated governors (eg. SEN, Link Governors) to attend meetings as required
- Regularly monitor Attendance, Absence, Punctuality and Behaviour data
- Ensure that records of visit are completed for all meetings and passed to the LGB for information
- The review and approval of school policies relating to the curriculum and standards on behalf of the LGB, as previously agreed
- Consider any other matters affecting the delivery of the agreed curriculum, or the performance of pupils and staff
- Ensure that parents are seen as a key part of the school community and involved in regular dialogue
- Monitor the use and efficacy of pupil premium and sports premium grants (and other specific funding as received from time to time)
- Monitor staff CPD

Composition

The Committee will comprise 4 governors plus the Headteacher or nominee. The committee members are appointed by the Governing Body and are: The Chair of Governors, one foundation governor, up to one staff governor, and at least one non-staff governor. Additional governors or members of staff are to be invited as required.

Chair

A chair-person will be elected at the beginning of each academic year. In the Chair’s absence the committee will agree an ‘acting’ Chair for the meeting.

Quorum

The quorum will be 2 non-staff governors in addition to the Headteacher or his/her representative.

Delegated Powers

The committee shall have the delegated authority to carry out all of the actions identified above without further approval of the full governing body.

The committee shall report all actions taken to the first subsequent meeting of the full governing body, usually in the form of an approved record of visit

These delegated powers may only be approved by the full governing body and the full governing body has the right to vary or revoke these powers at any time.

Terms of Reference

The committee shall review terms of Reference for the Committee annually, with any recommendations sent to the next available Governing Body meeting for ratification.

Training

It is the responsibility of Governors to attend courses relevant to their role on the Committee.

Approved by governors at a meeting of the full governing body on

Lisa Cowen
Chair of Governors