

**St Scholastica's Catholic Primary School
Teaching and Learning Committee Terms of Reference**

MEMBERSHIP: Head Teacher and at least four Governors.

QUORUM: Three

MEETINGS: Termly

REMIT: The Teaching & Learning Committee has been delegated by the Governing Body the responsibility to make decisions in respect of the following functions of the Governing Body. In completing these responsibilities it should seek guidance from the Diocese and Hackney Learning Trust when necessary.

Curriculum Tasks and Responsibilities

- a) To approve the school's Curriculum Policy and to monitor implementation of changes to the school curriculum in line with national, Diocesan and local guidelines and requirements
- b) To receive information from the Headteacher and the staff about how the curriculum is taught, evaluated and resourced
- c) To agree the arrangements for educational visits and ensure that they are in line with current Health and Safety guidelines
- d) To agree any specific involvement by individual governors in curriculum areas
- e) To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant Committees or the Governing Body
- f) To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. R.E. SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.

Inclusion

- a) To ensure that the requirements of children with special needs are met through establishing and monitoring a Special Educational Needs & Disability policy and any arrangements for gifted and talented children
- b) To ensure the needs of looked after children are met through the agreement and review of the relevant policy
- c) To ensure that the school is fulfilling its responsibilities regarding Child Protection and current requirements on safeguarding
- d) To ensure that the school meets the statutory requirements relating to equality legislation (race, disability, gender etc. also link to Staffing)
- e) To monitor pupil attendance and set targets as necessary
- f) To monitor pupil discipline and behaviour
- g) To receive termly reports on pupil attendance
- h) To oversee arrangements for assessment, reporting and communicating with parent/carers
- i) To review the information and data about school performance and group targets

General (Standards & School policies)

- a) To review and evaluate progress relating to the above targets using school assessment data and analysis, RAISEonline etc.
- b) To present an annual report to the Governing Body on national testing.
- c) To ensure the SEF (or alternative) is up-to-date and to develop sections relevant to this Committee.

- d) To annually review and update the School Prospectus.
- e) To contribute towards the School Improvement Plan.
- f) To agree policy, protocol and timetable for governor visits to the school
- g) To monitor, update and keep under review the following policies:

- Curriculum
- Behaviour Policy / Anti-Bullying Policy
- Collective Worship Policy
- School Mission/Vision Statement
- Home School Agreement
- RE Policy
- SRE Policy
- Drug Policy
- Foundation Stage Policy
- Gifted and Talented Policy
- Governor Visits Policy
- Healthy Eating Policy
- Homework Policy
- Marking Policy
- Outdoor Education, Visits and Off-site Activities Policy
- Personal Social and Health Education Policy including citizenship
- Restraint & Physical Contact Policy
- Special Educational Needs & Disability Policy
- Policy for Teaching & Learning

By order of the Governing Body of St Scholastica's Catholic Primary School.

Agreed at the Governing Body Meeting on: 14th October 2015.

(Signed) _____ Date: 14-10-15
(Head teacher)

(Signed) _____ Date: 14-10-15
(Chair of Governing Body)

(Signed) _____ Date: 14-10-15
(Chair of Teaching & Learning Committee of Governing Body)

Committee Members	Individual responsibilities
Althea Marshall	Chair
Royer Vidal	Vice Chair
Jonathan Lafferty	Inclusion (SEND, EMA, LA, G&T)
Althea Marshall	Child Protection
Fr Hector	RE
Claire Langton	Literacy, Art and Design
Esther Lehou Dan	Numeracy
Royer Vidal	Science & DT

St Scholastica's Catholic Primary School
Governing Body: Teaching and Learning Committee
 School Year 2015-16
Yearly Plan

Autumn Term Meeting	<p>Elect Chair</p> <p>Review terms of reference and yearly plan</p> <p>Special Educational Needs & Disability</p> <p>Reports from subject coordinators</p> <p>Update on curriculum & long term plans</p> <p>Review of Assessment</p> <p>Review previous year's attainment and progress</p> <p>Review 2015/16 targets and results</p>
Spring Term Meeting	<p>Review progress towards targets for 2016</p> <p>Review relevant policies</p> <p>Subject Reports</p> <p>Review pupil progress</p> <p>Review assessment practices</p> <p>Look at curriculum developments</p>
Summer Term Meeting	<p>Review relevant policies</p> <p>Subject Reports</p> <p>Development planning</p> <p>Report priorities to Resources Committee</p> <p>Committee performance evaluation</p>