



LEARN, GROW, ACHIEVE

## TERMS OF REFERENCE 2024 2025

### Teaching, Learning & Community Committee

#### Composition

Seven named members of the governing body including the Headteacher.

#### Quorum

Four governors including the Headteacher.

#### Clerking

Each meeting of the committee must be clerked. The clerk can be the clerk to the governing body, a governor or an employee at the school. The clerk cannot be the Headteacher.

#### Appointment of Chair and Clerk

The appointment of the Chair of the committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year.

#### Minutes

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body.

#### Convening Meetings

Meetings will be held as required, but at least three times per year. Additional meetings may be convened at the request of the Chair, the Head or any two of the members of the committee. Every member of the committee and the Head shall be given at least seven days clear notice of the committee meeting.

#### Terms of Reference

1. To plan, monitor and review the academic and pastoral arrangements of the school in order to ensure that the school maintains and delivers a broad and balanced curriculum in keeping with the aims of the school.
2. To monitor the provision of the national curriculum and its assessment procedures in line with the legal framework.
3. To ensure that the school leadership has appropriate systems for monitoring and evaluating of the quality of teaching and learning in the school.

4. To agree priorities for curriculum development and teaching and learning through critical discussion of SIP and SEF in collaboration with the Head and staff. To ensure governors have an awareness of the barriers to learning specific to the school, e.g. attendance, behaviour etc.
5. To receive reports on and critically discuss the effectiveness of all the school's teaching and learning and curriculum and assessment policies, taking account of statutory guidance where appropriate. This will include the impact of pupil premium and sports funding, and any government grants such as catch up funding.

To make representations to the full governing body for changes as necessary, including:

6. To ensure governors have a clear understanding of the school's performance data and an accurate view of how well pupils and groups of pupils are achieving compared with those in other similar schools and nationally.
7. To ensure pupils are making appropriate progress towards targets. This may include discussion of performance data including the School Data Dashboard, RAISE online, the LA Databook, Level 3 Value Added (and ALIS or ALPS as appropriate) and the school's own tracking data.
8. To consult with and provide information to parents and the wider community on matters relating to teaching and learning and the curriculum.
9. To ensure all pupils, particularly those in vulnerable groups, i.e. pupils entitled to pupil premium funding, SEND (Special Education Needs and Disability) etc., make good progress in relation to individual needs and abilities through flexible and effective use of the resources available to the school. To ensure that expectations for learning for all groups of pupils are high and pupils participate fully in all aspects of school life.
10. To consider and give advice on any matter involving the curriculum referred to it by the Governing Body.

### **Delegated Functions Overview**

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- i) Functions relating to the alteration, discontinuance or change of category of maintained schools;
- ii) Functions relating to the approval of the first formal budget plan of the financial year;
- iii) Functions relating to school discipline policies;
- iv) Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- v) Functions relating to admissions.

The Governing Body cannot delegate any functions relating to: the constitution of the Governing Body (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of Governors, the delegation of functions and the establishment of committees.

**These terms of reference for the Teaching, Learning & Community Committee agreed by the Governing Body on**

Date: 25<sup>th</sup> September 2024

<b>Name of Governor</b>	<b>Category</b>	<b>Signed</b>
<b>Mrs S Dainty</b>	<b>Headteacher</b>	
<b>Mr C Green</b>	<b>Staff Governor</b>	
<b>Mrs J Littlefair</b>	<b>Co-opted Governor</b>	
<b>Mrs C Hall</b>	<b>Co-opted Governor</b>	
<b>Mrs T Kendrick</b>	<b>Parent Governor</b>	
<b>Mr M Perkins</b>	<b>Co-opted Governor</b>	
<b>Dr S Khan</b>	<b>Co-opted Governor</b>	

<b>Chair of the TLC Committee</b>	<b>Jackie Littlefair</b>
-----------------------------------	--------------------------

<b>Vice-Chair of the TLC Committee</b>	<b>Tracy Kendrick</b>
--	-----------------------

<b>Clerk to the TLC Committee</b>	<b>Carol Hall</b>
-----------------------------------	-------------------

<b>Quorum</b>	<b>Four sub-committee members (Including the Headteacher)</b>
---------------	---