



Terms of Reference – Teaching and Learning (incl. Safeguarding) Committee

Membership: Full Governing Board shall determine and review annually at the first meeting of the academic year, terms of reference, constitutions and membership of the committee

Quorum: Three Governors

Chair:

- The Chair shall be appointed by the committee members
- If the Chair is absent from a meeting, the voting members of the Committee shall elect one of their members for the duration of the meeting

Functions

- to review, monitor and evaluate the curriculum offer;
- to recommend for approval to the full governing board the:
 - Self-evaluation form
 - School Development/Improvement Plan
 - Targets for school improvement
- to monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups;
- to set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation;
- to develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline);
- to monitor and evaluate the effectiveness of leadership and management;
- to monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement;
- to monitor and evaluate the impact of continuing professional development on improving staff performance;
- to monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement;
- to ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Principal/SENDCO and an annual report from the SEND governor;
- to consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan;
- to ensure that all children have equal opportunities;
- to advise the finance / resources committee on the relative funding priorities necessary to deliver the curriculum;
- to monitor the school's publicity, public presentation and relationships with the wider community;
- to identify and celebrate pupil achievements;

- to oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To agree and approve policies and procedures for Medicines
- To review the Single Central Record of recruitment and vetting
- To agree and approve policies and procedures for Exclusion of Pupils
- To agree and approve policies and procedures for Child Protection
- To review the Register of Pupil Attendance
- To agree and approve policies and procedures for IT Use
- To agree and approve policies and procedures for School Discipline
- To agree and approve policies and procedures for First Aid
- To agree and approve policies and procedures for Positive Handling
- To agree and approve policies and procedures for Anti-Bullying
- To ensure the governing board is aware of its responsibilities regarding policy, procedures, monitoring compliance and reporting, as set out in the DSCF and any locally agreed guidance.
- To specifically ensure that:
 - *an appropriate child protection policy and procedures are in place and are made available to parents on request*
 - *a senior member of the school's leadership team is designated to take responsibility for dealing with child protection issues*
 - *appropriate training is undertaken by the designated person (refreshed every two years) and all staff (refreshed every three years), and that temporary staff or volunteers are made aware of the school's arrangements and responsibilities*
 - *there is a nominated member of the governing board responsibility for liaising with the local authority and/or other partner agencies in the event of an allegation being made against the Principal*
 - *policies and procedures are reviewed annually by the governing board and it provides information to the local authority about them and how their duties have been discharged*
- To ensure appropriate procedures in place for managing safeguarding allegations or concerns about staff and volunteers.
- To hold the Principal and staff to account for the effectiveness of safeguarding arrangements in the school.
- To ensure that appropriate training is in place for staff, governors and other relevant adults.
- To ensure that appropriate arrangements are in place to safeguard children who take part in or are affected by the provision of extended services and other school activities that take place outside of normal school hours
- To ensure safeguarding complaints, concerns and deficiencies are brought to the governing board and that they have taken effective steps, without delay, to address these.
- To ensure that the ethos of the school promotes positive practice in relation to safeguarding.