

Lighthouse Federation

Terms of reference: Teaching and Learning Committee

General

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement and Development Plans (SIDP).
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

The committee shall consist of not less than the Headteacher and 3 governor members and the quorum for each committee meeting shall be 3 governor members of the committee.

Meetings

- The Teaching and Learning Committee shall meet once each half term.
- The committee meetings will not be open to the public but minutes are available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number (not the headteacher)
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (not the headteacher)
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.
- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full governing body the:
 - Self-evaluation forms
 - School Improvement and Development Plans
 - Targets for school improvement

Curriculum Planning and Delivery

- To develop and review policies identified within the Federation policy review programme and in accordance with its delegated powers.
- 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 headteacher/SENCO and an annual report from the SEN governor.
- To monitor the impact of additional revenue funding, such as Pupil Premium and Sports Grant.
- To ensure a broad and balanced curriculum for all year groups

Assessment and Improvement

- To monitor and evaluate the effectiveness of leadership and management, to include Subject leadership.
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups, and the impact of the quality of teaching thereof.
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- 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 review regularly and develop the Assessment Policy and to ensure that the policy is operating effectively.

- To consider recommendations from external reviews of the schools (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 as set out in the schools' equality plans.
- To advise the finance and personnel committee on the relative funding priorities necessary to deliver the curriculum.

Engagement

- To monitor attendance
- To monitor the schools' publicity, public presentations and relationships with the wider communities.
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits.
- To ensure all statutory requirements for reporting and publishing information are met and the school websites content is fully compliant and presented in an accessible way
- To monitor the impact of the schools' offer

Terms of Reference agreed 15 November 2021