

Terms of reference for the Teaching and Learning Committee

General Terms

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

Quorum

The quorum for a meeting of the Teaching and Learning Committee, and any vote on any matter at such a meeting, shall be any three of the governors of the Teaching and Learning Committee, or, where greater, any one third (rounded up to a whole number) of the total number of governors of the Teaching and Learning Committee at the date of the meeting, which should, where practical, include at least one governor from each of the governor categories (Staff, Co-Opted and Parent).

Meetings

The Teaching and Learning Committee shall meet at least once in every term and shall hold such other meetings as may be necessary.

The Committee meetings will not be open to the public but Part 1 minutes shall be made 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.

In the absence of the clerk the committee shall choose a clerk for that meeting from among their number, but not the Principal.

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.

Kelsall Primary School LGB - Committee Terms of Reference

Objectives - Review and Evaluate overall quality of teaching, pupil Attainment and Progress.	When
Attainment and Progress throughout the school using Inspection Data Summary Report (IDSR), Otrack, SATs and other relevant information including considering the performance of specific groups such as PPG.	Termly
Pupil Premium Allocation - Closing the Gap	Annually – Autumn term
Key points from :- SLT lesson / learning observations, SLT book scrutiny, attainment / progress data.	Termly
Pupils' Voice – through meetings with pupils with a specific focus	Annually
Parents' Voice & Questionnaire	Summer Term
Learning walks with the Senior Leadership Team	Annually
Relevant school policies.	Termly
School Curriculum.	Termly
Sports Premium Fund	Annually – Autumn term
Self-Evaluation Form (SEF).	Annually
Government regulations / policies / guidance and potential impact on school. Strategic School Development Plan.	As required by Kelsall LGB
School Website	Annually