

## **Terms of Reference**

### **STANDARDS AND ACHIEVEMENT COMMITTEE**

#### **Membership**

The Committee will comprise no fewer than four governors plus associate members as agreed by the governing board

#### **Quorum**

The quorum for meetings of the Committee is 3 governors including the Executive Headteacher.

#### **Clerking**

Will be clerked by the Clerk to the Governing Board

#### **Meetings**

The Committee will meet at least once a term, in advance of the main governing board meeting, with additional meetings as necessary

**General:** all committees have the following responsibilities:

- To receive reports from the Federation in sufficient detail to undertake planning, monitoring and evaluation and thus enable the governing board to fulfil its strategic role. The committee will, in consultation with the Executive Headteacher, involve other senior leaders, as appropriate.
- To contribute to, monitor and evaluate relevant parts of the self evaluation summary, the Federation development plan and the policies allocated to them, reporting or making recommendations to the full governing board.
- To review Federation policies when needed, having regard to changes in legislation and any guidance issued by the Secretary of State, reporting or making recommendations to the full governing board. In agreeing policies the committee is acting on behalf of the FGB, except in the case of those policies which require FGB ratification.
- To consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing board.
- To take appropriate action on any other relevant matter referred by the governing board.

**The Standards and Achievements Committee** will oversee Federation standards and pupil achievement, ensuring the Federation provides a high quality teaching and learning experience and delivers a broad and balanced curriculum in keeping with the Federation's aims, all pupil needs and legal requirements.

In particular the committee will:

- recommend / report to the governing board on pupil performance targets
- monitor Federation based, local and national performance data and reports (eg RaiseOnline , the Westminster Profile and data for special schools), evaluating progress and achievement and analysing the performance of different groups and subjects
- keep under review the quality of teaching and learning and the professional development needs of staff;
- keep under review the SEN policy, monitoring provision and ensuring that the Federation fulfils its responsibilities for pupils with special and Additional educational needs and with disabilities;
- monitor and evaluate the progress and attainment of vulnerable or low attaining groups eg children eligible for free school meals, looked after children, young carers, and evaluate the effectiveness of provision, e.g. the use of the Pupil Premium;
- monitor EAL provision and ensure that the needs of children are met
- keep under review policies and provision for sex and relationships education, religious education and collective worship and make recommendations to the governing board as necessary;
- ensure that the Federation meets the General and Specific Equality Duties in relation to teaching and learning, curriculum, achievement and progress;
- determine, monitor and evaluate the range and the impact of extended activities on pupil learning;
- Keep a record and monitor governor visits to the Federation, consider the written reports following governor visits and how this contributes to strategic monitoring of the FDP and school improvement. Bring to the attention of the Chair of the Governing Board if written reports are not submitted after any planned governor visit.
- agree any changes to Federation session times.

Terms of Reference reviewed by the Committee on 15 May 17

**Agreed by the Governing Board on 19 June 2017**

The terms of reference will be agreed annually by the governing board

**Statutory policies and documents and those prioritised by the GB.**

**Policies and documents are listed below and are listed in the Policy Review table updated by the Clerk**

- Sex education
- Publication of equality information and objectives (Public Sector Equality duty)
- Accessibility plan

**Additional policies**

- Teaching, Learning & Assessment
- Curriculum related policies
- Monitoring & Evaluation
- Collective Worship
- Governor Visits