



## TEACHING, LEARNING AND ACHIEVEMENT COMMITTEE 2022-2023 TERMS OF REFERENCE

### 1. CONSTITUTION

The Committee shall consist of ex-officio Governors – the Chair and Vice Chair of the Governing Body and the Headteacher – and at least three other Governors. The quorum for meetings shall be three, of whom one should normally be the Headteacher. The current membership of the Committee is as shown at paragraph 2 below. The Committee shall meet at such frequency as is required to meet the needs of the School in respect of the Committee’s responsibilities, and not less than once per term. The Committee must elect a Chair (and Vice Chair at its discretion) annually at its first meeting each academic year.

### 2. MEMBERSHIP FOR 2022-23

- Ex-officio: Nicole Sharp (Chair of Governors), Robert Belcher (Vice-Chair) Ben Doyle (Headteacher).
- Chair: Simon Spendlowe
- Members: Peter Evans, Glyn Whitworth  
In Attendance: Rosie Gould (Deputy Head), Nicholas Tarr (Assistant Head) Suzanne Wallace-Abbott (Clerk).

### 3. MEETINGS FOR 2022-23

- Autumn Term: Wednesday 21 September 2022 at 5.30pm
- Spring Term: Wednesday 18 January 2023 at 5.30pm
- Summer Term: Wednesday 15 March 2023 at 5.30pm  
Wednesday 3 May 2023 at 5.30pm

### 4. RESPONSIBILITIES

#### STATUTORY

| Action   | When   |
|--|--|
| Agree the School Curriculum  | This should be undertaken on an ongoing basis but confirmed at the second Autumn Term meeting with a recommendation for approval by FGB at the next meeting.   |
| Ensuring the publication of the requirements of the School Curriculum Assessment arrangements, the reporting of results to Parents/Carers, and the reporting of Public Examination results alongside national analyses of these results. | This should be undertaken on an ongoing basis but confirmed at the late Autumn Term meeting.   |
| To provide information to Parents/Carers about School Performance.   | Normally provided within the School Prospectus.  |
| To ensure there is provision for Careers Education, Information and Guidance in line with statutory guidance   | This should be undertaken on an ongoing basis with one Governor responsible for reporting back and confirmed at each meeting. Full report in the Summer Term as to compliance with Statutory requirements. |

#### GENERAL

| Action   | When   |
|--|--|
| Monitoring, evaluating and challenging the quality of teaching to ensure that it meets the expected standards of the School. Lesson observation and learning walks statistics will be provided to every meeting with a summary of planned improvements, associated actions and their impact  | Data will be provided to every meeting.  |
| Reviewing the perceptions of Students, Staff and Parents/Carers on the quality of teaching by analysing and challenging the SLT on the results of any survey conducted and other feedback where relevant.  | Regular post Parent Teacher Evening survey results to be reported back to next meeting.  |
| Monitoring, evaluating and challenging Student academic progress (including significant groups).   | Progress data will be provided to every meeting with a summary of planned improvements, associated actions and their impact. When published. |
| Monitoring, evaluating and challenging the end of key stage achievement. Ensuring Students are making the appropriate level of progress and challenging the SLT when potential shortfalls are identified. This will be achieved through reviewing public examination results, official national data comparisons and Teacher assessments | Reporting of each Key Stage results at first Autumn Term meeting. Ongoing for levels of progress.  |
| Evaluating the implementation of the School Curriculum, to include religious education, collective worship, sex education, and career education for Students   | Reporting to the Full Governing Body annually at its Summer Term meeting the suitability of the Curriculum at all stages through the School. |
| Ensuring that Students with Special Educational Needs are provided with any identified educational provision, and that teaching staff are aware of the importance of identification and appropriate  | This review will be undertaken in co-operation with any Governor with Special  |

|   |  |
|---|--|
| support. Ensuring the requirements of the Code of Practice for Special Educational Needs are fulfilled and use of Pupil Premium is appropriate. Analysing data of attainment by SEN students The SEN data presented will better reflect the achievements of those students on the K code. | Responsibility for SEN at both the TLA meeting and the termly SWC meeting. Suggested changes will be recommended to the Full Governing Body for its approval at the following meeting. |
| Reviewing Curricular Policy Statements on a regular basis and make recommendations to the Governing Body.   | As required with the results reported to the next Full Governing Body meeting.   |
| Determining the length of the School day.   | As required.   |
| To ensure that the grades within the SEF are accurate and supported by the evidence.  | SLT will provide details to the committee as to how the data presented compares against the relevant section of the SEF.   |
| Policies as detailed in Schedule 1 of these TOR will be reviewed and either recommended for approval to FGB or approved at committee according to the matrix of policies delegated by FGB.  | SLT member and delegated governor will liaise before agreed policy is received by this committee.  |

## 5. AUTHORITIES

### COMMITTEE

This Committee is authorised to co-opt other Governors (with vote) and/or other persons (without vote) to aid its deliberations on any issue. This Committee's other functions are to report, recommend and monitor its responsibilities to the Full Governing Body.

### CHAIR'S ACTION

Matters requiring decisions that cannot wait for the next scheduled meeting of this Committee, can be dealt with by 'Chair's Action'. Delegated authority will be recorded within meeting minutes. All such actions taken are to be notified to the Committee at its next meeting. In the event of an undecided vote, the Chair will have a second or casting vote.

### ELECTRONIC PARTICIPATION

In exceptional circumstances and with the agreement of the Chair of the Committee, any Governor may electronically attend a meeting of the Committee. All parties will follow the guidance and protocol as ratified at the meeting of the Full Governing Body on 8 July 2015. Virtual meetings of the committee will take place where agreed in advance in line with the Virtual Meetings Policy ratified on 1 April 2020. All parties at any virtual meeting will follow the guidance and protocol as ratified at the meeting of the Full Governing Body on 8 July 2015.

## 6. PROPOSED AGENDA ITEMS

### The agenda will routinely include:

- declarations of interest,
- curriculum (including curriculum related SEN) matters,
- monitor use of the Pupil Premium for achievement and progression impact,
- monitor and evaluate the quality of teaching,
- monitor and evaluate Student academic progress,
- monitor and evaluate end of key stage achievement,
- monitor and evaluate parental attitudes to the provision of Home Learning,
- monitor and evaluate compliance with statutory requirements to ensure the provision of independent careers advice, as outlined in Department for Education guidance,
- review of policy statements,
- any other items proposed by the Chair and/or Clerk,
- receive details as to how the data presented compares against the relevant section of the SEF.

### In addition, the following business will be dealt with:

#### September 2022

- Confirm Chair and elect Vice-Chair.
- Analysis of Summer Examination results.
- Review SEN provision.

#### January 2023

- Agree School Curriculum for 2023-24.
- Review procedure for consideration of curricular complaints.
- An annual review of the SEF in liaison with the School Improvement Advisor.

#### March 2023

- Review teaching and learning.
- Evaluating the implementation of the School Curriculum.

#### May 2023

- Receive tracking data.
- Review the remit for the Committee.
- Receive the annual SEND report.
- Receive the annual Careers report.

*Updated: December 2022    Ratified by Full Governing Body: December 2022    Due for Review: September 2023*

### Schedule 1: TLA DELEGATED POLICIES

| POLICY  | REVIEW/APPROVE            |
|---|---------------------------|
| COMPLAINTS                                      | REVIEW & RECOMMEND TO FGB |
| PERSONAL RELATIONSHIPS AND SEX EDUCATION        | REVIEW & RECOMMEND TO FGB |
| EQUALITIES                                      | REVIEW & APPROVE          |
| CURRICULUM POLICY INCLUDE CURRICULUM COMPLAINTS | REVIEW & APPROVE          |
| EARLY CAREERS FRAMEWORK                         | REVIEW & APPROVE          |

