



Growing and Learning Together

Teaching and Learning Committee

Terms of Reference 2023 - 2024

1. Purposes

The purposes of this Committee are:

- To work with, support and hold the Federation's leadership accountable for the continuing development and enhancement of the Federation's curriculum; ensuring it is engaging, fit for purpose and secures the highest possible outcomes for all pupils, regardless of current knowledge and skills and/or background.
- To support and hold the Federation's leadership accountable to develop and maintain a committed team of teachers who exhibit and uphold the Federation's values.
- To support and hold the Federation's leadership accountable for teaching and learning standards, including teacher performance.
- To support and hold the Federation's leadership accountable for staff wellbeing.
- To support and hold the Federation's leadership accountable for providing and maintaining engaging learning resources and environments.
- To support and hold the Federation's leadership accountable for pupil wellbeing, through engagement with the school councils, pupil voice and information from the Inclusion team.
- To work with, and support the Federation's leadership to engage parents in the learning process.
- To regularly report to the Full Governing Body regarding curriculum, progress and attainment, and teacher and pupil wellbeing.
- To receive and assess data reports at agreed points throughout the year and provide key insights and summations to the Full Governing Body.
- To seek and respond to pupil voice and feedback via engagement with the school councils and dialogue with children during monitoring visits.

2. Delegated Policies and Functions

a. The Governing Body retains responsibility for:

- Admissions
- Complaints
- Governors' allowances
- Inclusion and SEND
- Instrument of Government
- Register of business interests
- Safeguarding and child protection
- Whole school pay policy

b. The Committee will review policies delegated to it when required; this process is managed by the clerk. Sex and Relationships Education and Special Educational Needs policies will be recommended to the Full Governing Body by this Committee.

c. Responsibility is delegated to this Committee for oversight of progress and achievement, curriculum, inclusion and the general wellbeing of children and relationships with their families. The Full Governing Body retains overall responsibility for SEND, however this Committee will report to them regularly.

d. The Committee will report on the matters above during at least one meeting of the Governing Body per term.

3. Membership and Attendance

a. Committee membership is a minimum of three governors, including the Executive Headteacher. The Executive Headteacher may ask either Head of School to attend in their place. Other staff members or external parties may be invited to attend where relevant.

b. 50% of Committee members must attend in order for a meeting to be quorate (rounded up).

c. The intent of the Committee is to meet once per half term, however this may reduce to once per term in the event of issues with quoracy, or there being no substantive business to discuss.

4. Standing Orders

The Committee at its first meeting of the autumn term will elect a Committee chair. The term of the Chair is one academic year.

Meeting dates are agreed at the last Full Governing Body meeting of the previous academic year.

The annual plan for the Committee will be agreed during the first meeting of the Autumn term, however the Committee understands that this is subject to change throughout the year to accommodate arising issues.

Both sub-committees, in agreement with the Full Governing Body, will appoint link governors to monitor the Federation Improvement Plan priorities.

Members from either committee may also be appointed link governor for one of the statutory roles:

- Safeguarding
- Special Educational Needs
- Pupil Premium
- Health & Safety
- Looked After Children

a. Committee agendas will follow the annual plan with the addition of items as required/as they arise.

b. Terms of Reference should be considered at the last meeting of the academic year in preparation for the new year. Committee membership will be discussed at the first Full Governing Body meeting of the new academic year.

c. Any Committee member with a pecuniary or other invested interest in a subject must withdraw from the meeting before a vote. Interests relating to the agenda should be declared at the beginning of the meeting but can be declared at any time.

d. Minutes of the meeting will be circulated to the Committee as soon as they are available, and will be included in the set of supporting papers for the next Full Governing Body meeting.

e. Aside from items on the annual plan each agenda will include:

- Actions from previous Committee meeting minutes and those assigned to the Committee by the Full Governing Body or other Committees

- Progress towards the Federation Improvement Plan priorities - this can be demonstrated through governor monitoring reports, reports from staff members or data reports
- Delegated policies as advised by the clerk
- Items to take back to the next Full Governing Body meeting or to be passed to other Committees.