



DIOCESE OF CHESTER

## **Astbury St. Mary's CE Primary School Teaching & Learning (T&L) and Raising Attainment Group (RAG) Committee Terms of Reference**

**Membership:** The committee shall consist of not less than five governors. Membership should include the Headteacher and at least one non-employee of the school.

**Quorum:** Four governors including the head and a governor who is not an employee of the school.

**Meetings:** At least once per half term and more frequently if deemed necessary by the majority of members.

**Chair:** Non-employee to be elected by the full governing body. Duties will include notifying the Committee members of any meeting to be held and providing all with an agenda after consultation with the Headteacher.

**Accountability:** The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration

### **Terms of reference (Teaching and Learning):**

- to contribute, in collaboration with the head and staff, to establishing, monitoring and evaluating sections of the School Improvement Plan relating to teaching, learning, curriculum and quality of provision and to oversee any key issues relating to curriculum delivery in line with guidance
- to keep relevant sections of the Self-Evaluation Form under review and update as necessary
- to ensure that the whole school curriculum is: broad and balanced; relevant to the needs of all children; provides continuity and progression; adequately resourced
- to ensure that the National Curriculum is delivered and its assessment procedures are carried out in line with the legal framework
- to establish, monitor the impact of, and review the school's Teaching & Learning Policy, SEN Policy and other curriculum related policies in line with the agreed cycle and make recommendations to the governing body for change as necessary

- to review the school's provision for Personal, Social, Health & Citizenship Education taking account of Local Authority & Government guidance
- to promote extra-curricular / enrichment activities
- to monitor the impact and provision provided based on pupil premium and sports premium funding
- to receive curriculum progress reports from the head and others including an analysis of the annual ASP report and information about non-statutory assessment and testing in order to monitor, review and evaluate the standards of achievement, seek to make continuing improvements and inform target setting
- to ensure that statutory targets for pupil achievements are set and published as required
- to liaise with, consult with, and provide information to, parents and the wider community on matters relating to the curriculum as required
- to celebrate children's achievements
- to ensure that policies and procedures are in place to promote the spiritual, moral, social and cultural development of children

### **Terms of Reference (Raising Attainment Group):**

- To identify, recommend and monitor performance indicators relating to student progress, attainment, and behaviour for learning. These should include but not be restricted to formal accountability measures utilised by the Department for Education.
- To monitor the development and implementation of relevant points from any of Action Plans which are being used to address the concerns listed in the most recent Ofsted inspection (January 2017) specifically in regard to English, Maths and Behaviour for Learning.
- To monitor and the effectiveness of School Improvement Funding and the impact on Pupil Learning Outcomes.
- To ensure that all staff are provided with regular opportunities for continuing professional development, and to approve and monitor policies for ensuring that all staff (teaching and non-teaching) achieve and maintain up-to-date skills, knowledge and qualifications as appropriate. To receive regular reports on professional development activities undertaken by school staff to facilitate continued improvement in standards of teaching and outcomes for children at our school.

The Teaching and Learning (T&L) committee terms of reference were amended to include the objectives of the RAG once the committees were merged due to overlap and adopted by the governing body at the committee meeting held on 18 Jan 2018.

These terms of reference will be reviewed annually. Review date: Spring 2019.