



Governing Body of East Sheen Primary School  
Teaching and Learning Committee – Terms of Reference

**Overview: The Teaching and Learning Committee will monitor and evaluate pupil achievement and the quality of teaching and learning at East Sheen Primary, ensuring the school provides a high quality learning experience and delivers a broad and balanced curriculum in keeping with the school's aims, all pupil needs and legal requirements.**

**Remit: The Teaching and Learning Committee will monitor and evaluate:**

- the quality of teaching and learning at East Sheen Primary;
- how the school deals with its statutory obligations in relation to the National Curriculum;
- the range and impact of the curriculum on pupil learning;
- the procedure for reporting governor visits and monitoring;
- the quality and impact of the school's assessment system;
- the performance of different groups, subjects and key stages making relevant comparisons to local and national data and analysing trends;
- the effectiveness of interventions;
- the provision for progress and attainment of vulnerable groups
- the impact of the Pupil Premium Grant & Sports Grant (any other grants distributed by central / local Government)
- the Special Educational Needs and Disabilities ("SEND") policy, monitoring provision and ensuring that the school fulfils its responsibilities for pupils with special educational needs and with disabilities;
- the ongoing needs and wellbeing of staff in order to support the learning at the school;
- the range and impact of co-curricular activities on pupil learning; and
- how well teaching prepares pupils for the next stage in their education and beyond.

In common with all committees, the Teaching and Learning Committee will also have the following responsibilities:

- to ensure that the Headteacher and Senior Leadership Team exercise sound financial management of the approved budget for Teaching and Learning;
- recommend to the governing body the school's pupil performance targets for each academic year;
- to receive reports from members of staff about matters relating to any of the issues listed in the above terms of reference;
- to contribute to, monitor and evaluate relevant parts of the SEF, the school development plan



and the policies allocated to them, reporting or making recommendations to the full governing body;

- 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 body;
- to consider the views of staff, pupils and parents when making strategic decisions that will impact on them;
- to consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies;
- to take appropriate action on any other relevant matter referred by the governing body; and
- to liaise as required with other committees.

**Membership:** The Committee will comprise at least 4 members, plus the Headteacher, and, where appropriate, associate members to provide specific expertise and/or skills. A Chair and Vice Chair of the Committee will be elected annually. Governors employed by the school may not be elected as Chair.

**Quorum:** To be quorate a meeting shall consist of one member of staff and two non-staff governors. The meeting will not take place unless the Headteacher or her deputy is present.

Every question to be decided at a committee meeting must be determined by a majority of votes of those governors and associate members present and voting. Associate Members of the Committee have voting rights within the committee. If there is an equal number of votes, the chair (or the person acting as chair), provided that he or she is a governor, has a second (or casting) vote. The committee can only vote if the majority of the committee members present are governors.

**Meetings:** The committee will meet at least three times a year. Minutes shall be recorded by the Clerk to the Governors when available, otherwise by members of the Committee in rotation. Minutes will be distributed within 14 days of the last meeting. Minutes of the committee's meetings will be shared with the Full Governing Body and a verbal report will be given by the Chair (or another member of the committee nominated by the Chair) at the next Full Governing Body Meeting.

### **Policies**

The Teaching and Learning Committee has delegated responsibility to approve the following policies:

- **Assessment, Recording and Reporting**
- **EYFS**
- **Fairtrade**
- **Inclusion and SEND Policy**



- **Marking and Feedback**
- **Monitoring and Evaluation**
- **Sex and Relationship Education**
- **Teaching and Learning**

**Approved by the Governing Body:**

**Adopted by the Teaching and Learning Committee: 16/10/19**                      **Next review date: October 2020**