

SCHOOL DEVELOPMENT GROUP - TERMS OF REFERENCE

INTRODUCTION

The governing body has delegated to the School Development Group certain statutory curriculum functions relative to the school that will be reviewed annually. Decisions that are made under delegated powers are to be reported to the Full Governing Body at the next meeting.

RESPONSIBILITIES

The committee shall have the power granted it by the Full Governing Body to act on behalf of the full governing board and to make decisions on behalf of the full governing board in order to monitor and evaluate student progression and experience. Specifically the School Development Group will meet:

1. To review the progress of the implementation of the School Development Plan and contribute to its development and definition
2. To work with the school on developing and implementing the strategic development and future success of the school by reviewing the vision and values of the school and contributing to development of a strategy for the implementation of these aims
3. To work with the Headteacher in analysing data from all sources including SATS. This will focus on progress and attainment of pupils in order to evaluate the current position of the school and improvement outcomes for pupils.
4. To assist the school in planning for improvement in the quality of teaching and learning, and to focus on raising standards by meeting regularly with curriculum leaders and class teachers.
5. To review attainment and progress against targets and recommend new targets to the Full Governing Body.
6. To review strategy to address any areas of weakness in given subjects or pupil groups e.g Pupil Premium and other vulnerable groups
7. To administer and report on the annual parent questionnaire and take appropriate action where necessary.
8. To review and discuss the Schools Self Evaluation Form in conjunction with the Headteacher.
9. To discuss with the Full Governing Body the School Development Plan and contribute to its compilation
10. To review the reports relating to school improvement provided by outside agencies such as OFSTED and the LEA, and ensure appropriate action plans by Senior Evaluation Partner are implemented
11. To review and development with Governors Action Plan
12. To ensure the Governing Body is informed on the way the curriculum is taught, resourced and assessed and play a part in the evaluation process including programmed Governor Visits to the school. To ensure special needs are met for every pupil in the school.
13. To systematically review the following policies for which the School Development Group is responsible and evaluate the effective implementation of these policies:
 - a) .
 - b) .
 - c) .
 - d) .
 - e) .
 - f) .

MEMBERSHIP

Membership, Quorum and Meetings: A quorum of three members of the committee is required at each meeting of which the majority are not employed by the school. Voting may not take place unless a quorum of Governor Members of the committee entitled to vote is present at the meeting.

Disqualification: Any relevant person employed to work at the school other than as the Headteacher, when the subject consideration is the performance and review of any other person employed to work at the School.

Meetings: The committee shall meet at least once a term but may meet more frequently as necessary. Seven clear days' notice must be given of a meeting; however shorter notice may be given provided that all persons entitled to attend and vote at the meeting agree to such short notice.

Clerk: Rachel Gale

Reporting: The committee shall present a report of its activity to the Full Governing Body at the next Governing Body meeting each term, to include:

- # All decisions taken under delegated powers.
- # An update on the significant financial, staffing or premises issues.

Review Arrangement: Terms of Reference and Committee Members will be reviewed annually in the summer term and approved at the first Full Governing Body meeting of the Academic Year.

PROCEEDINGS OF THE COMMITTEE

- # The clerk will circulate an agenda any other papers not less than 7 days before the date of the meeting
- # The Chair of the committee will be selected from amongst the governors members, by the Full Governing Body of governors, at their first full meeting of the academic year. Where the Chair is absent the governor members of the committee will select from among themselves a governor to act as chair for the meeting.
- # The Committee will keep minutes of its proceedings, which will be taken by the clerk to the committee and entered into the minutes of the committee. If no clerk is available the committee may select one of their number to make a record of the meeting.
- # Where a governor has any pecuniary interest, direct or indirect, in any contract or proposed contract or other matter and is present must declare this interest as soon as possible and withdraw from the meeting during consideration of the matter.