

## **TEACHING, LEARNING, CURRICULUM AND WELL-BEING COMMITTEE - TERMS OF REFERENCE**

### **INTRODUCTION**

The Committee is formed under Part 3, Regulation 16 and Part 4, Regulation 20 of the School Governance (Procedures) (England) Regulations. The Committee only has certain powers delegated to it and specifically cannot have delegated to it those functions described in Part 3, Regulation 17.

The purpose of the committee is to monitor and evaluate the standards and achievement of pupils and the impact and quality of the education provided. In all its business, the committee will take account of whether there has been a positive impact on pupils.

The Committee will be responsible for reporting to the Governing Body about the Teaching, Learning, Curriculum and Well-Being of the school.

### **RESPONSIBILITIES**

The committee shall have the power granted it by the full governing board to act on behalf of the full governing board and to make decisions on behalf of the full governing body in order to monitor and evaluate student progression and experience. Specifically, the Teaching, Learning, Curriculum and Well-Being Committee will:

- Review at least yearly the School's Curriculum Policy and periodically any other policies which the Teaching, Learning, Curriculum and Well-Being Committee is responsible for evaluating the effective implementation of these policies;
- Advise the full governing body on how well the school is carrying out its curriculum commitments in respect of the Education Acts, and in particular with respect to the School's Curriculum Policy and National Curriculum requirements;
- Evaluate any changes in legislation where it may affect the curriculum delivery and advise the Full Governing Body accordingly. It will also advise the Full Governing Body where it feels a review or changes are needed in the curriculum for any other reason(s).
- Agree the school's curriculum and standards targets and review and evaluate school assessment data in relation to the targets set and with specific reference to individual groups;
- Receive reports at intervals from the different subject leaders on curriculum planning and delivery; it may ask subject leaders to present a report to a committee meeting on request;
- Receive reports on, and review the results of, external examinations sat by the school's students, and advise the Full Governing Body of any trends, in the light of the School Curriculum Policy. It will also similarly review and advise on available data packs;
- Review and monitor the relevant aspects of the School Development Plan (SDP).
- Review and evaluate the impact of pupil involvement in school i.e. School Council;
- Review and evaluate pupil attendance and behaviour;
- Advise the Finance committee on the relative funding priorities necessary to deliver the curriculum.

## **MEMBERSHIP**

### **Membership, Quorum and Meetings.**

**Quorum.** 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.

**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 Teaching, Learning, Curriculum and Well-Being 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.

**Training.** Governors should attend training relevant to their specific responsibilities.

## **PROCEEDINGS OF THE COMMITTEE**

1. The Clerk will circulate an agenda and any other papers not less than 7 days before the date of the meeting.
2. The Chair of the Committee will be selected from amongst the governor members of the Teaching, Learning, Curriculum and Well-Being Committee at their first full meeting of the academic year. When the Chair is absent, the governor members of the Committee will select from among themselves a governor to act as Chair for the meeting.
3. 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 its number to make a record of the meeting.
4. Where a governor has any pecuniary interest, direct or indirect, in any contract or proposed contract or other matter and is present, he/she must declare this interest as soon as possible and withdraw from the meeting during consideration of the matter.

**Last Updated: May 2020**