

# Teaching and Learning Committee

## Terms of Reference

2023-24

---



### 1. Membership

- 1.1. The Teaching and Learning Committee shall consist of not less than three governors plus the head teacher or his/her deputy.
- 1.2. Representation of governors serving on the Teaching and Learning Committee shall include a staff governor.
- 1.3. The committee may appoint such co-opted, non-voting members as agreed by the Governing Body. These members will serve in an advisory capacity and may include staff nominated by the head teacher following consultation with the committee.
- 1.4. Other members of the Governing Body may attend meetings of the Teaching and Learning Committee and may contribute to discussions on matters under consideration.
- 1.5. Only full members of the committee, as approved by the Governing Body, shall have the right to vote on any resolution placed before the committee.

### 2. Quorum

- 2.1. The quorum shall be three governors and must include the head teacher or his/her deputy.
- 2.2. The quorum must remain in place for each vote taken at a meeting.

### 3. Meetings

- 3.1. The committee shall meet at least half-termly on dates agreed in the yearly schedule.

### 4. Chair

- 4.1. The Chair and Vice-Chair of the committee shall be elected annually at the first meeting of the Autumn Term.
- 4.2. Neither the Chair nor the Vice-Chair can be employees of the school.
- 4.3. The Chair or Vice-Chair of a Governing Body/committee with delegated powers must resign from office, but may remain on the Governing Body/committee, if they subsequently take up employment at the school.

## Standing Orders

- 4.4. The agenda for the meeting should be distributed to all governors at least seven days before the meeting.
- 4.5. If the Chair of the committee considers that there are matters that demand urgent consideration he or she can determine a shorter period of notice. (as per article 77 of the Governors Guide' 2012).
- 4.6. All meetings will be minuted. Minutes will be circulated to all governors at least 7 days before the meeting of the full Governing Body.
- 4.7. Where there is an equality of votes for and against a particular resolution the matter will be referred to the next full meeting of the Governing Body.

## 5. Delegations

- 5.1. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 specifically prevent a Governing Body from delegating key responsibilities
- 5.2. The Teaching and Learning Committee is tasked by the Governing Body to keep under review arrangements for all of the policies below and recommend the approval of such policies to the Governing Body.
  - sex and relationships education
  - equality information and objectives
  - child protection policy and procedures (including prevent duty)
  - acceptable use of technology
  - times of the school day

## 6. **The Teaching and Learning Committee is delegated the following responsibilities. To:**

- 6.1. monitor the teaching and learning priorities and related action in the school development plan (SDP), and make recommendations for future plans
- 6.2. consider, in consultation with the Personnel & Finance committee, issues relating to resourcing to support teaching and learning, and the curriculum, and to present detailed recommendations to the Governing Body
- 6.3. provide information to parents through the school prospectus and annual parent survey report to parents
- 6.4. ensure that the requirements of children with special needs are met and develop appropriate strategies to ensure that governors meet their statutory duties in respect of the SEND Code of Practice'
- 6.5. nominate a governor not employed by the school with responsibility to monitor provision for children with special educational needs
- 6.6. monitor and evaluate arrangements for the quality of teaching and learning of the curriculum and assessment
- 6.7. monitor and coordinate the linking between governors and staff

6.8. keep under review arrangements for all of the policies below and approval of such policies on behalf of the Governing Body:

- school behaviour & behaviour principles statement
- special educational needs and disability policy and local offer statement
- home-school agreement
- online school information requirements
- early years foundation stage
- supporting pupils with medical conditions
- attendance
- anti-bullying
- national curriculum, including English and maths policies
- religious education and collective worship
- personal, social, health and citizenship education (PSHCE)
- intimate care

## **7. Declarations of Interest(s)**

- 7.1. Before discussing or voting on a subject, members of the Teaching and Learning Committee must declare any interests.
- 7.2. If a financial interest is declared, it must be recorded in the Register of Pecuniary Interests.
- 7.3. If a financial interest is declared the member must physically leave the meeting whilst that item is under discussion. The Governing Body/committee does not have the discretion to allow the governor to stay and listen to the discussion.
- 7.4. The requirement that the governors must withdraw from meetings on grounds of financial interest does not prevent them discussing insurance cover for themselves against any liability arising from their work as school governors.
- 7.5. Members of the Teaching and Learning Committee who also teach at the school need not withdraw from meetings when their interest in the matter being discussed is not greater than the interest of the generality of teachers at the school.

**Signed by the Chair of the Teaching and Learning Committee**

*Eleanor Toye Scott*

Date: 15 September 2023

---