

BASSINGBOURN COMMUNITY PRIMARY SCHOOL



EDUCATION AND LEARNING COMMITTEE

TERMS OF REFERENCE

1. SCOPE

The governing body shall determine, and review annually at its first meeting of the school year, the establishment, terms of reference, constitutions and membership of the Committee.

2. MEMBERSHIP

2.1 The Committee shall consist of a minimum of 4 governors, including the headteacher (or his/her representative), other teaching / non teaching staff, and Associate members as appropriate.

2.2 Where the headteacher is not a member of the Committee, they retain the right to attend such Committee meetings.

2.3 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 headteacher following consultation with the Committee.

2.4 Associate members may be members of the Committee, but the majority of committee members shall be governors. Associate members may give advice, and may have limited voting rights in accordance with any restrictions placed on them by the governing body. Statutorily, they may not vote on resolutions concerning admissions or pupil discipline.

2.5 Other members of the governing body, and individuals invited to attend for a specific contribution / sharing of knowledge or expertise, may attend meetings of the Committee and may contribute to discussions on matters under consideration, but they may not vote.

2.6 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.

3. QUORUM

- 3.1 The quorum of the Committee shall be 50% or at least **3** governors who are members of the Committee (based on half and rounded up).

4. MEETINGS

- 4.1 The Committee shall meet at least termly, or more frequently as may be required from time to time.
- 4.2 Frequency and dates for Committee meetings will be considered before the beginning of each school year as part of the annual cycle of full governing body and committee meetings, to ensure that a schedule exists for the academic year.
- 4.3 Members of the Committee are entitled to seven days notice of a meeting. However, a shorter timescale may be given if the Committee Chair decides that a particular issue(s) needs urgent attention.

5. CLERKING

- 5.1 The governing body shall appoint a Clerk to the Committee. This must not be the headteacher, but Committee members may act as Clerk in the absence of a formally appointed Clerk.
- 5.2 The appointed Clerk to the Committee has a right to attend meetings of the Committee.

6. CHAIRMANSHIP

- 6.1 The Chair of the Committee shall be elected annually by the Committee, at the first Committee meeting of the Autumn term.
- 6.2 If the Chair is absent from a meeting, a governor may be elected to take the Chair for the duration of that meeting.

7. STANDING ORDERS

- 7.1 All Committee meetings must have a written agenda, and be recorded in a minutes format. Such minutes must be signed off by the Chair of the Committee as an accurate record of proceedings, once such minutes have been agreed by members of the Committee.
- 7.2 Members of the Committee are entitled to receive an agenda, copies of minutes of the previous Committee meeting, and any papers to be considered.
- 7.3 Where possible, these will be distributed at least seven days before a Committee meeting.

- 7.4 A summary of decisions taken and points for action will be noted in the minutes as a record of the proceedings of the meeting.
- 7.5 Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.
- 7.6 A report of proceedings of meetings (or alternatively minutes) of the Committee shall be emailed or otherwise circulated with the papers of the next meeting of the full governing body.

8. TERMS OF REFERENCE

The Committee will have delegated powers from the governing body to:

- 8.1 Advise the governing body on its statutory obligations regarding the National Curriculum.
- 8.2 Consider all curriculum policy documents and to report to the governing body on whether they have been adopted.
- 8.3 With the assistance of staff, to provide information on how the curriculum is taught, evaluated and resourced.
- 8.4 Review the policy and provision for Religious Education and the whole-school daily act of Collective Worship
- 8.5 Review the policy and provision for sex education.
- 8.6 Ensure that the requirements for children with Special Educational Needs (SEN) are met.
- 8.7 Ensure that the school meets the requirements of the disability Discrimination Act 1995, and to report on measures taken by the school to ensure that pupils with disabilities are treated no less favourably than other pupils.
- 8.8 Contribute to the curriculum component of the School Improvement/Development Plan or post-OFSTED Action Plan, and to monitor its implementation.
- 8.9 Receive reports from the headteacher and other staff on the delivery of the National Curriculum including testing and assessment arrangements, and to review the published information about school performance.
- 8.10 Agree the relevant annual Key Stage targets for pupil's achievement, and report these to the full governing body and monitor Key Stage test results.
- 8.11 Approve off-site visits and activities of more than 24 hours.

- 8.12 Contribute to governing body and school self review with particular reference to OFSTED Self Evaluation Forms (SEF).
- 8.13 Consider complaints relating specifically to the curriculum and to advise the governing body.
- 8.14 To report to the full governing body at each of its meetings.
- 8.15 Coordinate governors' visits in relation to Governor Visits Policy

9. DECLARATION OF INTERESTS

- 9.1 Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting.
- 9.2 If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

The full governing body agreed these terms of reference on

Signature.....

Renewal Date.....