

Millfields Church of England Primary School

School Improvement Committee

Terms of Reference

Chair: Sue Asquith

PURPOSE

To review and monitor the academic success of the school and ensure that all children are making at least expected progress while accessing a lively and appropriate curriculum.

MEMBERSHIP

Not less than four named members, elected annually by the Governing Body, plus the Headteacher.

QUORUM

Three members, including the Headteacher.

CHAIR

To be elected at the first meeting in the academic year.

VOTING

Where appropriate, questions/proposals/decisions to be determined by a majority of votes. The Chair to have a casting vote.

FREQUENCY

A minimum of one meeting per term.

REPORTING PROCESS

Written minutes to be produced and agreed at the next School Improvement Committee Meeting and presented at the next meeting of the full Governing Body.

TERMS OF REFERENCE

- Ensure that strategies are in place to raise attainment for all pupils
- Ensure there is high quality teaching and learning across all year groups
- Ensure there is reliable assessment and high quality tracking information for all learners
- Ensure the school has a curriculum that satisfies statutory requirements and meets the pupils' needs including extension and enrichment activities.
- Deal with complaints about governing body actions in the National Curriculum (NC) and in accordance with the school's complaints procedure
- Monitor and advise the governing body on the implementation of the school's policy on school visits and learning outside the classroom

- To monitor school attendance data
- To consider any local or national reports affecting curriculum, identifying any implications for the school's policy and practice
- To discuss the relevant annual Key Stage target for pupil attainment, and report these to the full governing body.
- To make recommendations to the Finance and Resources committee on resourcing needs for school improvement/curriculum implementation
- To review the school's staffing structure in relation to the school improvement plan
- To recommend for adoption by the governing body the criteria and procedures for dealing with disputes and grievance.
- Monitor and review the behaviour policy and its impact.
- To support the HT using monitoring and evaluation data to shape the school's strategic priorities
- To monitor and review the curriculum section of the School Improvement Plan and School Self-Evaluation document and ensure they are in line with the school's Curriculum policies and aims and objectives.
- To review the relevant policies and make recommendations to the full governing body as to ratification.
- Monitoring, evaluating, reviewing and updating all statutory teaching and learning policies
- Advising the governing body on matters relating to preparation for Ofsted inspections, and preparing an action plan following Ofsted inspections
- Monitoring and evaluating the key issues in the School Improvement Plan/action plan and reporting to the governing body on progress, together with any recommendations
- Advising the governing body on all matters relating to the National Curriculum
- Discussing relevant issues, which may become priorities of subsequent development plans
- Ensure the school meets its safeguarding commitments and requirements
- Ensuring the school meets its obligations under the Equality Act 2010 in the delivery of the curriculum; the appointment of staff; communication with parents/carers; and management of the school

Taken to the committee meeting dated: _____

Signed (Chair of Governors) _____