

# St Vincent de Paul Catholic Primary School



## Terms of Reference

### Teaching and Learning Committee

*Membership: minimum three governors - Quorum: three*

The Teaching and Learning Committee will ensure that Diocesan protocols on standards in RE, Collective Worship and Relationships and Sex Education are followed.

1. The committee will consist of at least **three** members of the Governing Body. In addition, the Chair of Governors and the Headteacher will be ex officio members of the committee.
2. The Teaching and Learning Committee is required by the regulations to be clerked.
3. The committee will elect a chair from among the members of the committee. In the absence of the chair at a meeting the committee will elect any member to act as chair for that meeting.
4. The committee may, if they so wish, propose suitable persons from the Governing Body to be co-opted to the Committee and non-voting members to provide additional expertise.
5. The committee shall not be quorate unless three members of the committee are present.
6. All Governor members of the Committee shall be entitled to vote. The Chair does not have a casting vote. Non-Governors, either co-opted or visiting are not entitled to vote.
7. Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the Governing Body a clear proposals or alternatives to debate and decide upon.
8. The committee will ensure GDPR compliance in all aspects of its work and the areas of oversight within its Terms of Reference.
9. Minutes will be circulated to all members of the committee as soon as possible after the meeting, and to all governors with the agenda of the next Full Governing Body meeting.
10. The committee will meet in advance of each Full Governing Body meeting and at other times as they see fit.
11. The committee will consider matters as set out in its terms of reference or as requested by the Governing Body, taking advice as appropriate.
12. The committee will recommend the powers that should be delegated to it by the Governing Body. The Governing Body will modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for that committee.
13. The membership of the committee will be determined at the first meeting of the Governing Body in the autumn term. The terms of reference of the committee will be reviewed at least annually.

14. Progress on the delivery of specific objectives will be reported to governors termly as follows:

- those related to staff will be addressed by the Resource Committee
- those related to Health and Safety will be addressed by the Health and Safety Committee
- those related to pupils and parents will be addressed by the Resources / Safeguarding / committee, as appropriate

15. The normal procedures and regulations of the Governing Body also apply to the committee.

16. Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

17. On behalf of the Governing Body, the Committee will have delegated powers to undertake the following duties:

- To consider the impact of the Teaching and Learning Policy and the statutory obligations regarding the curriculum.
- To monitor and evaluate the outcomes and impact of teaching and learning through the consideration of data provided.
- To monitor and report on the implementation of policies adopted by the school.
- To ensure the school meets the educational needs of pupils from vulnerable groups and that pupil premium is being spent appropriately.
- To work with staff to ensure that the Curriculum Directory for RE is informing teaching and that acts of worship enhance the spiritual development of pupils and staff.
- To receive reports from the Headteacher on the quality of teaching and the standards of pupil achievement.
- In consultation with the Headteacher and staff, to identify priorities for the school and to consider the draft development plan for discussion and approval by the Governing Body.
- To monitor, at least once a term, progress on the implementation of the School Development Plan
- To review and monitor the impact of of school journeys, visits and other off-site pupil activities.
- To ensure compliance with the Model Protocols for Maintained & Academy Schools document (September 2023) and in particular sections:

Section 21: DIOCESAN PROTOCOLS on STANDARDS

Section 22: DIOCESAN PROTOCOLS on RELIGIOUS EDUCATION

Section 23: DIOCESAN PROTOCOLS on INSPECTIONS (canonical and statutory)

Section 24: DIOCESAN PROTOCOLS on COLLECTIVE WORSHIP

Section 25: DIOCESAN PROTOCOLS on RELATIONSHIP AND SEX EDUCATION

Section 26: DIOCESAN PROTOCOLS on WORKING WITH OTHER SCHOOLS

Presented to full Governing Body on 10<sup>th</sup> October 2023