Eastfield Infant and Nursery School

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Terms of Reference

Teaching & Learning Committee

**Date of approval: October 2024**

**Date for renewal: October 2025**

1) Membership:

The governing body has to decide the membership of the committee on an annual basis. A clear resolution approving the membership of the committee must appear in the minutes of the main governing body. Where the headteacher is a governor they will be an automatic member. Alternatively if the headteacher is not a governor they have a right to attend all meetings of the Teaching & Learning Committee.

The committee will elect from their number a chair at the first meeting of each academic year.

2) Name of Clerk: Clerk to the Governing Body

The governing body must appoint a clerk to each committee who must not be the headteacher of the school. The governing body can appoint a governor to clerk this committee. It is up to the governing body if they are a member of the committee or not. The governing body can also appoint a trained paid clerk or volunteer.

3) Quorum:

The quorum is the headteacher/or deputy headteacher plus three members of the committee, one of whom is not a staff governor

4) Meetings:

Meetings will be held regularly/a minimum of at least once each term, but ordinarily twice a term. One week’s notice of the agenda must be given by the clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes.

5) Function:

Decisions taken by the committee must be led by the priorities identified within the School Development Plan (SDP). The main function of the Teaching & Learning Committee will be to advise and work with the headteacher to promote the best educational outcomes for all children at the school - subject to the following:

\* To monitor standards, achievement and progress of children in the school

\* To monitor the priorities of the SDP in improving standards and children’s learning

\* To receive evaluation on the SDP and make suggestions for the future plans

\* To consider and advise the governing body on standards and other matters relating to the school’s curriculum, including statutory requirements and the School’s Curriculum Policy

\* To monitor link governors appointed by FGB to priorities from the SDP

\* For link governors to report on progress made on their appointed area in the SDP

\* To consider the Keeping in Touch (KIT) report from the local authority and any other reports on the performance of the school

\* To ensure the learning and emotional needs of different groups of children are met and that their outcomes are improving