

TRINITY & ST MICHAEL'S CE/METHODIST PRIMARY SCHOOL (09040)

STANDARDS AND EFFECTIVENESS COMMITTEE

TERMS OF REFERENCE

If the school is required to receive additional support from the county council it is recommended that the governing body sets up a Standards and Effectiveness committee to formulate a robust action plan and monitor its progress. In some schools, this also takes on the roles and functions of the curriculum committee in order to avoid duplication and additional workload.

Membership

The committee shall consist of 8 members of the governing body including the headteacher and chair of governors.

Non-voting participants may be invited to meetings by the committee as and when required. These will include:

- Senior leaders
- Middle leaders
- Subject leaders
- School advisers
- Special support advisers (if the school is designated as having special support)

The committee will elect a chair from within its own membership who should not be the headteacher.

The committee shall have such associate members, non-voting, as the governing body shall appoint. The committee may make recommendations for these appointments.

The membership of the committee will be reviewed and determined annually by the governing body and recorded in the minutes of that governing body meeting. The agreed membership of the committee is attached.

The governing body will appoint a clerk to the committee, who will not be another governor.

The committee should seek external advice as appropriate, and in the case of a school requiring special support then the MIT adviser will have a standing invitation to attend the committee and has a duty to report to it. The school adviser will also attend as appropriate.

Quorum

The quorum shall be a minimum of 3 governors including the headteacher.

Meetings

The clerk to the committee shall be responsible for convening meetings of the committee. Procedures of any meeting held must be minuted and those minutes presented to the next meeting of the governing body.

The committee shall meet at least once each term and otherwise as required.

Responsibilities

The main function of the committee is to monitor and evaluate the standards and achievement of the school and the quality of education provided. In all its business, the committee will take account of the five key outcomes of the Every Child Matters policy;

to be healthy, to stay safe, to enjoy and achieve, to make a positive contribution and to achieve economic well-being.

In particular, the committee will:

1. contribute to the work of the senior leadership team to provide support and contribute to the monitoring and evaluation of progress in meeting the key targets identified in the School Improvement Plan;
2. monitor pupil progress in relation to the targets set and with specific reference to particular groups;
3. receive and review school performance data including that from the Lancashire School Improvement Profile, Fischer Family Trust and Analyse School Performance (ASP);
4. monitor the impact of curriculum policies and planning on students' learning;
5. where the school is in an Ofsted category, monitor progress in meeting the key issues identified in the Post-Ofsted Action Plan and subsequent Ofsted and HMI reports;
6. where appropriate, review and evaluate the effectiveness of county council support and intervention;
7. receive regular reports from the headteacher on the quality of teaching and learning and the impact of improvement strategies;
8. take an active role in monitoring and evaluating aspects of the school's provision e.g. pastoral care, guidance and support, leadership and management, Special Educational Needs and Disability (SEND), inclusion, attendance and safeguarding. This will include the support of staff wellbeing;

9. ensure members of the committee and other governors have a clear understanding of the vision and aims and strengths and weaknesses of the school so they can actively contribute to the completion of the appropriate Self Evaluation Form (SEF);
10. request and receive reports, as and when required, from key members of staff e.g. subject leaders and senior leaders;
11. ensure that committee members and other governors keep themselves informed of the key initiatives and take part in appropriate training and development activities;
12. contribute to the preparation of any appropriate action or development plans
13. be mindful of the requirements of the Equality Act 2010.

Approved: Autumn 2022

Review date: Autumn 2023