



## **Achievement and Standards Committee Terms of Reference**

### **Composition**

Five named members of the Governing Body. Other Governors may attend meetings of the Committee as non-voting members if they wish.

### **Quorum**

Three (unless otherwise agreed), at least one of which is not a school employee.

### **Clerking**

The Governing Body must appoint a Clerk to the Committee. The clerk must not be the Headteacher

### **Terms of Reference:**

To review, monitor and evaluate the curriculum offer.

To ensure on behalf of the Governing Board that its strategic responsibility to raise standards is acted upon.

To review and analyse the performance of the school, against national and local indicators, and to advise the Governing Board on any action required in order to sustain improvement.

To ensure that the School Development/Improvement Plan reflects the requirement to raise standards, and to monitor and evaluate it accordingly.

To monitor the implementation of any Action Plan resulting from external reviews of the school (e.g. Ofsted inspection or local school improvement advisers), in order to maintain progress.

To establish, with assistance of the headteacher and subject co-coordinators, information about how the curriculum is taught, evaluated and resourced.

To make recommendations to the Finance and Premises Committee on resources that are needed to meet the needs of the whole curriculum, and the sustainability of the non-statutory elements.

To receive regular reports from the Headteacher and/or senior leadership team on the quality of teaching and learning, to identify areas for improvement, and to ensure that any necessary action is taken to maximize outcomes for pupils.

To ensure that annual assessment and examination arrangements comply with national requirements.

To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEN governor.

To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.

To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).

To ensure that other relevant policies such as behaviour and attendance, which support learning and improvements in attainment are in place.

To ensure that all children have equal opportunities.

To monitor the school's publicity, public presentation and relationships with the wider community

To identify and celebrate pupil achievements.

To monitor the impact of Pupil Premium Funding (PE and sport premium) on the achievement and attainment of pupils; to ensure that the Pupil Premium Funding is spent appropriately and that this information is easily accessible (e.g. on the school's website).

To monitor the schools statutory requirements in relation to the curriculum offer and other curriculum issues such as spiritual, moral, social and cultural learning.

To monitor the attendance rates of the school and ensure that there are procedures in place to fulfil statutory requirements, especially regarding children missing from education.

To monitor and review the achievement of strategic objectives, in particular the overview of performance against quantitative and qualitative benchmarks for key indicators/outcomes and the Ofsted framework, providing challenge and recommending remedial actions where required in line with the School Development/Improvement Plan.

## **Meetings**

Committee meetings will be held on an as required basis but at least once a term.

A clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within agreed timescales.

The Committee will liaise with such other committees and invite members of the other committees to attend its meeting as should be deemed appropriate.

Any matters which may be in conflict with the work of another committee must be referred to the Governing Board.

### **Authority**

The Committee is authorised by the Governing Board:

- To investigate any activity within its terms of reference.
- To seek any information from any employee, with all employees directed to cooperate with any request made by the Committee.
- To obtain any outside legal or independent professional advice where it deems it necessary.