

OSWALDTWISTLE SCHOOL

TERMS OF REFERENCE

STANDARDS AND EFFECTIVENESS COMMITTEE

Membership

The Committee shall consist of *at least 3* members of the Management Committee including the Head Teacher and Chair.

The Committee will elect a Chair from within its own membership. The Committee will be chaired by an experienced member of the Management Committee.

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

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

The Committee shall have such associate members as it shall appoint.

The membership of the Committee will be reviewed and determined annually. The agreed membership of the Committee will be appended to the minutes of the Management Committee meeting where the Committee membership is agreed.

The Management Committee will appoint a Clerk to the Committee, who will not be another Committee Member.

Quorum

The quorum shall be a minimum of 3 Management Committee Members including the Head Teacher.

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 Management Committee.

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.

In particular, the committee will:

1. monitor pupil progress in relation to the targets set and with specific reference to particular groups;
2. receive and critically review school performance data including that from the Lancashire School Improvement Profile, Fischer Family Trust and Analyse School Performance (ASP);
3. monitor the impact of curriculum policies and planning on students' learning;
4. 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;
5. provide regular reports to the Management Committee on their monitoring of the School Improvement Plan;
6. where appropriate, review and evaluate the effectiveness of Local Authority support and intervention;
7. receive regular reports from the Head Teacher on the quality of teaching and learning and the impact of improvement strategies;
8. monitor and evaluate aspects of the school's provision e.g. pastoral care, guidance and support, leadership and management and SEN and inclusion;
9. ensure members of the committee and other Management Committee Members 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 Self Evaluation Form (SEF);
10. request and receive reports, as and when required, from key members of staff e.g. curriculum leaders and senior leaders;
11. ensure that all committee members 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 Equalities Act 2010.