

11142 OSWALDTWISTLE SCHOOL (PRU)

STANDARDS AND EFFECTIVENESS SUB-COMMITTEE

TERMS OF REFERENCE

Membership

The sub-committee shall consist of **at least 5 members** including the headteacher and chair.

Non-voting participants may be invited to meetings by the sub-committee as and when required.

The **sub-committee** will appoint the chair of the sub-committee who should not be the headteacher.

The membership and terms of reference of the sub-committee will be reviewed and determined annually by the full committee and recorded in the minutes of that full committee meeting. The agreed membership of the sub-committee is attached.

The full committee will appoint a clerk to the sub-committee, who will not be another member.

The sub-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 sub-committee and has a duty to report to it. The school adviser will also attend as appropriate.

Quorum

The quorum shall be **3 members**.

Meetings

The clerk to the sub-committee shall be responsible for convening meetings of the committee. Procedures of any meeting held must be minuted and the minutes presented at the next meeting of the full committee.

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

Standards and Effectiveness Responsibilities

The main function of the sub-committee is to monitor and evaluate the standards and achievement of the school and the quality of education provided.

In particular, the sub-committee will:

1. monitor and evaluate progress in meeting the key targets identified in the School Continuous Improvement Plan (SCIP)

2. monitor and evaluate the impact of the SCIP, curriculum policies and planning on the key areas of Achievement, Quality of Teaching, Leadership and Management and Behaviour and Safety;
3. monitor pupil progress in relation to the targets set and with specific reference to particular groups;
4. receive and critically review school performance data;
5. monitor the progress and evaluate the impact of support received from the local authority or other bought in services;
6. monitor and evaluate aspects of the school's provision e.g. pastoral care, guidance and support, leadership and management, SEN and inclusion, attendance and safeguarding;
7. ensure members of the committee and other 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 Record of School Evaluation (RoSE) or other self-evaluation methods as required;
8. request and receive reports, as and when required, from key members of staff e.g. curriculum leaders and senior leaders;
9. ensure that sub-committee members and other members keep themselves informed of the key initiatives and take part in appropriate training and development activities;
10. contribute to the preparation of any appropriate action or development plans

Curriculum Responsibilities

The main function of the sub-committee is to advise the headteacher and full committee on matters concerning the school curriculum, in particular:

1. To ensure that the curriculum provided meets the statutory requirements, including those for reporting.
2. To review the aims of the school curriculum in relation to the current statutory requirements.
3. To review and recommend a home-school agreement to the full committee.
4. To advise on ways in which members can be involved in curriculum aspects of the School Continuous Improvement Plan and the Self Evaluation Form.
5. To prepare or review any curriculum policy document which is the responsibility of the full committee.
6. To make recommendations to the full committee on assessment policies, or arrangements.

7. To consider all the available data provided by the school and the local authority and to set and publish targets within the statutory time frames.
8. To monitor pupil progress in relation to the targets set and with specific reference to particular groups.
9. To monitor the progress and evaluate the impact of literacy and numeracy across the curriculum.
10. To monitor the impact of curriculum policies and planning on learning.
11. To receive reports from the nominated members, as decided by the whole full committee.
12. To be mindful of the requirements of the Equality Act.

Pupil Welfare Responsibilities

1. To contribute to the review of the Behaviour Policy and to make recommendations to the full committee.
2. To receive regular reports from the headteacher on pupil behaviour matters and agreed targets.
3. To contribute to the review of the anti-bullying policy.

Review date (annually): Autumn 2016