

Oxford Gardens Primary School
Attainment and Progress Committee

Terms of Reference 2019-2020

Quorum

The Committee will comprise no fewer than three governors plus associate members as agreed by the Full Governing Body.

Clerking

The meetings will be clerked by the clerk to the Governing Body, who will circulate minutes and agendas and other documents as appropriate.

Meetings

The Committee will meet at least once a term with additional meetings as necessary. It will report to the subsequent Full Governing Body meeting.

Main Purpose of the Committee

To oversee pupil achievement and progress, ensuring the school provide a high quality teaching and learning experience and delivers a broad and balanced curriculum in keeping with the school's aims, all pupils' needs and legal requirements.

General (in keeping with the other committees of the Governing Body)

- ❖ To receive reports from the School in sufficient detail to undertake planning, monitoring and evaluation and thus enable the Governing Body to fulfil its strategic role. The committee will, in consultation with the Headteacher, involve other senior leaders, as appropriate.
- ❖ To contribute to, monitor and evaluate relevant parts of the self-evaluation summary, the school development plan and the policies allocated to them, reporting or making recommendations to the Full Governing Body.
- ❖ To review school policies when needed, having regard to changes in legislation and any guidance issued by the Secretary of State, reporting or making recommendations to the Full Governing Body.
- ❖ To consider recommendations from external reviews, for example audit, OfSTED or Local Authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the Full Governing Body.
- ❖ To take appropriate action on any other relevant matter referred by the Governing Body.

In particular the Committee will:

- ❖ Recommend/report to the Governing Body on pupil performance targets.
- ❖ Monitor school based, local and national performance data and reports (e.g. RAISEonline and the Primary School Profile), evaluating progress and achievement and analysing the performance of different subjects and groups.
- ❖ Keep under review the quality of teaching and learning.

- ❖ Monitor and evaluate the progress and attainment of vulnerable or low attaining groups e.g. children eligible for free school meals; looked after children; young carers; and children affected by Grenfell, and evaluate the effectiveness of the provision – e.g. use of the Pupil Premium.
- ❖ Monitor EAL (English as an additional language) provision and ensure that the needs of all children are met.
- ❖ Keep under review policies and provision for all curriculum areas and make recommendations to the Governing Body as necessary.
- ❖ Ensure that the School meets the General and Specific Equality Duties in relation to teaching and learning, curriculum, achievement and progress.

Terms of Reference were due to be presented to the Full Governing Body on 19 March 2020 for ratification, due to a late Autumn Term meeting of the committee. The FGB meeting was cancelled due to the Covid-19 pandemic and terms were approved by the Chair of Governors.

Terms of Reference will be agreed annually by the Full Governing Body.