

**ORMSKIRK ST ANNE'S CATHOLIC PRIMARY SCHOOL (08012)**

**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. Other schools may find this approach helpful.

**Membership**

The committee shall consist of at least 3 members of the governing body including the headteacher and chair of governors.

The committee will elect a chair from within its own membership

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, 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. The agreed membership of the committee is attached.

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

**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.

In particular, the committee will:

1. monitor pupil progress in relation to the targets set, compared with Lancs and national averages 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 governing body on their monitoring of the School Development/Improvement Plan;
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. monitor and evaluate aspects of the school's provision e.g. pastoral care, guidance and support, leadership and management and Special Educational Needs and Disability (SEND) and inclusion;
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 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 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: 17 December 2018**

**Review date: Autumn term 2019.**