

Achievement committee – Terms of Reference

Membership

- The committee shall consist of up to 6 members of the LGC. The headteacher is, ex-officio, a member of the committee.
- Non-voting participants may be invited to meetings by the committee as and when required.
- The committee will elect a chair from within its own membership. If the chair is absent from any meeting, the committee will elect a chair from among their number.
- The membership of the committee shall be reviewed and determined annually by the LGC.

Quorum

- The quorum shall be a minimum of 3 governors, including the headteacher, but excluding any associate members. Staff governors must not be in the majority.

Meetings

- The clerk to the committee shall be responsible for convening meetings of the committee. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (this must not be the headteacher).
- Any meetings held must be minuted and the minutes presented for the next meeting of the LGC.
- The committee shall meet at least once a term and otherwise as required.

Committee Responsibilities:

Curriculum planning and delivery

1. To review, monitor and evaluate the school's curriculum offer.
2. To recommend for approval to the LGC the:
 - school Self-evaluation record;
 - school Development/Improvement Plan;
 - targets for school improvement.
3. To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. Sex & Relationships education, pupil behaviour/discipline).
4. 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.

Assessment and improvement

5. To monitor and evaluate the effectiveness of leadership and management.
6. To monitor and evaluate the impact of the quality of teaching on rates of pupil progress and standards of achievement.
7. To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.

8. To monitor and evaluate the impact of continuing professional development on improving staff performance.
9. To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
10. To monitor and evaluate provision for all groups of vulnerable children and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
11. To regularly review and develop the Assessment Policy and to ensure its effective operation.
12. To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
13. To ensure that all children have equal opportunities.
14. To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.

Pupil Welfare

15. To contribute to the review of the Behaviour Policy and Attendance Policy and make recommendations to the governing body.
16. To receive regular reports from the headteacher on pupil behaviour, attendance and discipline matters.
17. To regularly review and monitor the effectiveness of Safeguarding and Child Protection policies and to ensure that an annual report from the Child Protection governor is presented to the LGC.

Engagement

18. To monitor the school's publicity, public presentation and relationships with parents, and the wider community.
19. To identify and celebrate pupil achievement.
20. To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.

Reviewed: 17 November 2017

Adopted: 7 December 2017

Next Review: Autumn 2018