



Teaching, Learning and Safeguarding

Terms of Reference

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plan in relation to teaching, learning, safeguarding
- To consider safeguarding and equalities implications when undertaking all committee functions.

Membership and Quorum

- The committee will consist of a minimum of 5 members and will include the Headteacher.
- The committee will be Chaired by a non-employee governor who will be elected by the committee on an annual basis.
- Quorum-must be not less than three governor members of the committee and include the HT or a SLT governor and another governor who is not employed by the school.

Meetings

- The Teaching, Learning and Safeguarding committee will meet at least once a term and more frequently if deemed necessary by the FGB.
- The meetings of the Teaching, Learning and Safeguarding committee will be open for all members of the FGB, however only members will have voting rights or make up the quorum.
- The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair and vice chair the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher). The minutes taken should include a record of decisions made, actions to be completed and any recommendations to be considered by the full governing body at their next meeting.
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Curriculum Planning and Delivery

- To review, monitor and evaluate the Early years foundation stage and National curriculum offer for all pupils.
- To recommend for approval to the full governing body the:

- i) School's Self-evaluation form (SSE) (Governors to regularly review & update relevant sections) School Development Plan
 - ii) Targets for school improvement to the governing body
- To develop and review policies in relation to teaching, learning and safeguarding identified within the school's policy review programme and in accordance with its delegated powers
 - 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
 - To ensure the SENCO has sufficient time, training & resources to undertake their duties.
 - To ensure policies and provision are in place to demonstrate the effectiveness of pupil premium funding in raising attainment and progress of eligible children.
 - To monitor and review the extra-curricular activities and enrichment opportunities on offer.

Assessment and improvement

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- 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.
- To ensure that all children have equal opportunities.
- To advise the FPP committee on the relative funding priorities necessary to deliver the curriculum.
- To ensure that link governors fulfil their roles, meet with appropriate members of staff and report back to TLS committee as and when appropriate.
- To identify yearly what the committee wants to prioritise and ensure that these form part of the School Development Plan and The Yearly Meeting Planner.

safeguarding

- To facilitate a whole-school approach to safeguarding, making sure safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development
- To ensure that all staff and Governors read KCSIE
- To ensure that all staff receive regularly updated safeguarding and child protection training (including online safety)
- To ensure policies and procedures are in place that support safeguarding, including policies on child protection, pupil behaviour, staff behaviour and safer recruitment
- To ensure policies are in place to reduce barriers to learning (improve behaviour, attendance and punctuality)

- To ensure there are clear systems and processes in place for identifying pupils with possible mental health problems, including routes to escalate and clear referral and accountability systems
- To ensure pupils are taught about safeguarding, including online safety (and that this teaching is adapted for vulnerable children, victims of abuse and pupils with special educational needs and disabilities, where necessary)
- To ensure that an appropriate senior staff member is appointed as the designated safeguarding lead (DSL)
- To follow safer recruitment procedures to prevent people who pose a risk of harm to children from working with them. This includes Disclosure and Barring Service (DBS) and section 128 checks on governors in maintained schools, and trustees and local governors in academies. At least one governor must complete the safer recruitment training

Engagement

- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator and approve risk assessments
- 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
- To promote a partnership with parents to support children's learning
- To establish links with the school council to ensure the children's voice is heard.