



# Jeavons Wood Primary School Local Governing Body

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## SCHOOL EFFECTIVENESS COMMITTEE

### Terms of Reference

#### 1. Membership

- 1.1. The Committee shall consist of a minimum of three governors.
- 1.2. The Committee may have Associate Members appointed by the Local Governing Body. Associate Members will not have voting rights.

#### 2. Quorum

- 2.1. The quorum shall be three governors. The committee shall not meet without the Headteacher or his/her representative being present.

#### 3. Chairing

- 3.1. The Chair will be elected by the Committee/the Local Governing Body [*the governing body decides*].

#### 4. Clerking

- 4.1. The Committee will be clerked by the Clerk to the Governing Body or in his/her absence by a member of the Committee or an employee of the school. The clerk cannot be the Headteacher of the school.

#### 5. Meetings

- 5.1. The Committee will meet not less than once each term.

#### 6. Voting

- 6.1. This group is a delegated committee and has delegated powers to make decisions on behalf of the Local Governing Body on matters relating to the curriculum and standards of achievement by pupils. It offers recommendations to be agreed by the Local Governing Body on wider school issues affecting the learning and teaching in the school.

#### 7. Role and Tasks

##### 7.1. Curriculum

- 7.1.1. Provide guidance to the Governing Body, and support for the Head Teacher and staff on matters relating to the curriculum, its implementation, delivery and impact.
- 7.1.2. Take a lead role in the monitoring of the School Improvement/Development Plan (SDP) in respect to curriculum and standards issues, the School Self Evaluation Form (SEF) and any OFSTED action plan.
- 7.1.3. Review the school's Curriculum Policy and advise the Governing Body on this and other policy documents relating to the curriculum.

- 7.1.4. With the assistance of the staff, to provide information about how the curriculum is taught, evaluated and monitored.
- 7.1.5. Receive reports on the implementation of the school's individual subject policies.
- 7.1.6. Review the policies and provision of Sex and Relationship Education, Collective Worship and Religious Education and make recommendations.
- 7.1.7. Review the impact of the Pupil Premium Grants & Sports Grant and any other grants distributed by central or local Government.
- 7.1.8. Monitor the provision of enrichment and extension activities and the broader curriculum.

## 7.2. Achievement

- 7.2.1. Monitor pupil attainment and achievement and receive regular reports on the analysis of test and assessment results.
- 7.2.2. Assist with ensuring that the requirements of pupils with additional and special educational needs are met, including those identified as more able.
- 7.2.3. Assist with ensuring that the educational attainment of looked after children, children in care and vulnerable children are met by the school. Receive termly reports on pupils' progress and statistics around children in care.
- 7.2.4. Agree targets for pupil attainment and achievement at the end of Key Stage 2.

## 7.3. Behaviour and Attendance

- 7.3.1. Monitor the effectiveness of policies on behaviour and discipline.
- 7.3.2. Monitor pupil attendance statistics and patterns of attendance.
- 7.3.3. Monitor the incidence of pupil exclusions and to report any findings to the Governing Body.

## 7.4. Other

- 7.4.1. Review the Committee's effectiveness.
- 7.4.2. Approve policies in accordance with review cycle to be forwarded to the Local Governing Body.

## **8. Reporting back**

- 8.1. A verbal report will be made to the next meeting of the Local Governing Body. The report will include recommendations made to the Local Governing Body in the absence of delegated powers.