



# Tannery Drift First School

Enjoyment – Achievement – Respect

# Teaching & Learning Committee Terms of Reference

Last Review Date:  
September 2024

Next Review Date:  
September 2025



Artsmark  
Gold Award  
Awarded by Arts  
Council England

[www.tannerydrift.herts.sch.uk](http://www.tannerydrift.herts.sch.uk)

# Teaching & Learning Committee Terms of Reference

## 1. Membership and Chairman

The Full Governing Body will determine membership of the Teaching & Learning Committee early in the autumn term. There should be a minimum of six members, at least four should not be school staff. The Headteacher and Chair of Governors or Vice-Chair will be members. The Full Governing Body will elect a chair and vice-chair from among the members of the Teaching & Learning Committee at the time membership of the Teaching & Learning Committee is set early in the autumn term.

The School Business Manager is not a member of the Teaching & Learning Committee but will attend, act as the clerk and be able to participate in Teaching & Learning Committee meetings.

Members of the Full Governing Body who are not members of the Teaching & Learning Committee will be able to attend in an observer capacity. They will not contribute to committee business.

## 2. Voting and Quorum

Only members of the Teaching & Learning Committee can vote. The quorum is three voting members.

## 3. Minutes and Meetings

Minutes of meetings will record those attending (including any observers), time and place of the meeting and any decisions, action points or recommendations to be made to the Full Governing Body.

Recommendations will be framed in such a way as to offer the Full Governing Body clear proposals or alternatives to debate and decide upon.

Minutes will be circulated to all members of the Full Governing Body and be on the agenda of the next Full Governing Body meeting.

The Teaching & Learning Committee will normally meet half termly, some weeks before the Full Governing Body meeting. Meetings may also be held at other times as needed.

## 4. Procedures and Training

The normal procedures and regulations of the Full Governing Body will apply to the Teaching & Learning Committee. The terms of reference will be reviewed annually.

The Teaching & Learning Committee will review its business over the preceding academic year, compare this with its terms of reference and provide a report to the Full Governing Body at its meeting early in the autumn term.

Members of the Teaching & Learning Committee must attend appropriate training.

## **5. General Functions**

The Teaching & Learning Committee will recommend the powers that should be delegated to it by the Full Governing Body. The Full Governing Body will modify and approve these powers as it sees fit and delegated powers will form part of the terms of reference of the Teaching & Learning Committee.

The Teaching & Learning Committee will consider, from time to time, additional matters as directed by the Full Governing Body or Chair of the Full Governing Body and will provide advice as appropriate.

The Teaching & Learning Committee will act as a critical friend in relation to all its specific functions (Section 6, below).

## **6. Specific Functions**

### Strategic role

- To produce an action plan and schedule for the implementation of its specific responsibilities.
- In conjunction with the Headteacher, agree targets for pupil attainment.
- To advise the Full Governing Body on the school's curriculum policies and its statutory obligations regarding the curriculum and to approve policies relating to teaching and learning.
- After consultation with the Headteacher, to identify and agree priorities for the School Improvement Plan that relate to teaching and learning and to make recommendations to the Governing Body.
- In conjunction with the Headteacher, to ensure that the Self Evaluation Form (SEF) is kept up to date.
- To provide information about how the curriculum is resourced, taught and evaluated with the assistance of staff and governors who have visited.
- To ensure that the needs of vulnerable pupils, including those with special educational need, are met.
- To review, after consultation with the Headteacher, the school policies that the Governing Body has identified for this committee to focus on and to make recommendations.
- Maintain a risk register covering the committee's business area.

### Monitoring role

- Monitor progress on School Development Plan priorities that relate to the work of this committee.
- Monitor the implementation of policies relating to teaching and learning.
- To review and monitor how the Headteacher and Senior Leadership Team use pupil progress and outcomes to inform school improvement and curriculum development.
- On the basis of reports from the Headteacher, Subject Leaders (SLs) The School Improvement Partner (SIP), Analyse School Performance (ASP), pupil progress data and other documents, to monitor the quality of teaching and the standards pupils achieve and the progress they are making.



## Tannery Drift First School

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