



Eccleston C.E. Primary School

Let Our Light Shine

Terms of Reference

Teaching, Learning and Personnel Committee

Reviewed: Autumn 2019

Approved by Teaching, Learning and Personnel Committee: Autumn 2019

Approved by Full Governing Board: Autumn 2019

Signed by Chair of Governors:

Review Date: Autumn 2020

ECCLESTON C.E. PRIMARY SCHOOL

Teaching, Learning and Personnel Terms of Reference

Membership:	The committee shall consist of not less than three governors. Membership should include the Headteacher or member of staff. The committee may make recommendations to the Governing Board for co-option of non-governor members.
Quorum:	Three governors.
Meetings:	At least once per term and more frequently if deemed necessary by the majority of members.
Chair:	Non-employee to be elected by this committee
Accountability:	The committee will report back to the Governing Board by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration

Terms of Reference:

- to contribute, in collaboration with the Headteacher and staff, to establishing, monitoring and evaluating sections of the SSDP relating to teaching, learning, curriculum and quality of provision and to oversee any key issues relating to curriculum delivery in line with guidance;
- to keep relevant sections of the Self-Evaluation Form or equivalent under review and update as necessary;
- to monitor that the whole school curriculum is: broad and balanced; relevant to the needs of all children; provides continuity and progression; adequately resourced;
- to monitor that the National Curriculum and EYFS is delivered and its assessment procedures are carried out in line with the legal framework;
- to establish, monitor the impact of, and review the school's Teaching & Learning Policy, Pupil Premium Policy, SEND Policy and other curriculum related policies in line with the agreed cycle and make recommendations to the Governing Board for change as necessary;
- to review the policy and provision for collective worship and RE in line with the locally agreed syllabus and make recommendations for change as necessary;
- to review the school's provision for Personal, Social, Health & Citizenship Education taking account of Local Authority & Government guidance;
- to promote extra-curricular / enrichment activities;

- to receive curriculum progress reports from the head and others including an analysis of the annual ASP report and information about non-statutory assessment and testing in order to monitor, review and evaluate the standards of achievement, seek to make continuing improvements and inform target setting;
- to liaise with, consult with, and provide information to, the Governing Board on matters relating to the curriculum as required;
- to keep the staff structure under review at least annually in response to the changing needs of the school and make recommendations to the Governing Board for amendments as necessary;
- to ensure that all staffing matters are dealt with in line with employment law and agreed procedures and that no member of staff or job applicant is discriminated against on grounds of age, disability, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation;
- to establish panels for the appointment of teaching staff (except Headteacher and deputy vacancies) consisting of a minimum of three members of whom one will be the Headteacher and/or his/her representative(s) and at least one member of the Governing Board and to include both genders;
- to ensure that the training and development of staff and governors is linked to the school's agreed priorities and monitor the impact of training on standards via the school's SSDP;
- to ensure that the school has effective systems of monitoring and inducting new members of staff and governors;
- to promote the health and welfare of staff and to monitor the absence of staff;
- to establish, monitor the impact of and revise all the school's policies and procedures relative to staffing, finance and leadership and management as detailed in SFVS;
- to make or take decisions in respect of teachers' pay in the light of National Agreements (STPCD), school circumstances and information available;
- to review Performance Appraisal Policy and monitor its implementation;
- to celebrate children's achievements;
- to monitor and review the work of the Marketing Group.