

St Matthew's Primary School

Teaching, Learning and Outcomes Committee

Terms of Reference

1. MEMBERSHIP

- 1.1. The Teaching, Learning and Outcomes Committee shall consist of not less than four governors and the headteacher (or his/her representative).
- 1.2. The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the headteacher following consultation with the committee.
- 1.3. Other members of the governing body may attend meetings of the Teaching, Learning and Outcomes Committee and may contribute to discussions on matters under consideration when invited to do so.
- 1.4. Only full members of the committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the committee.

2. QUORUM

- 2.1. The quorum for the Teaching, Learning and Outcomes Committee shall be three governors.
- 2.2. The quorum for the Salary Committee shall be three governors.

3. MEETINGS

- 3.1. The Committee shall meet termly, or more frequently as may be required from time to time.
- 3.2. The Committee shall set meeting dates termly.

4. CHAIRMANSHIP

- 4.1. The chair of the committee shall be elected annually at the first meeting of the autumn term.
- 4.2. The Vice Chair of the committee shall be elected annually at the first meeting of the autumn term.

5. STANDING ORDERS

- 5.1. The agenda for the meeting shall be distributed at least five days before the meeting.
- 5.2. A summary of decisions taken and points for action will be noted on a record of the proceedings of the meeting.
- 5.3. Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.
- 5.4. A report of proceedings of meetings of the Teaching, Learning and Outcomes Committee shall be circulated with the papers of the next full meeting of the governing body.

6. Remit of the Committee

- 6.1. To monitor and respond to national and local authority initiatives relating to the curriculum.
- 6.2. To respond to curriculum issues arising from consultation with the school community.
- 6.3. To review and as appropriate adopt or make recommendations to the Full Governing Body regarding appropriate St Matthew's school policies on a regular basis and assess their impact on different groups as outlined in the "St Matthew's Policies" document.
- 6.4. To monitor the management and organisation of the curriculum to ensure it is broad and balanced and to make recommendations to the governing body accordingly.

- 6.5. To monitor and evaluate data on pupil attainment and progress (including comparative and benchmarking data) and to make recommendations to the governing body accordingly.
- 6.6. To contribute as appropriate to the review and reformulation of the School Development Plan and play its role in the self-evaluation of the work of the school.
- 6.7. To maintain an overview of curriculum resourcing and resource development, and to make recommendations to the Resources Committee as appropriate.
- 6.8. To consult with staff on curriculum issues.
- 6.9. To submit minutes of Curriculum Committee meetings to the next full meeting of the governing body.
- 6.10. To monitor organisation of link governor visits and receive reports following each visit.
- 6.11. To support the identification and development of Community Links for the benefit of the Curriculum

7. DECLARATION OF INTERESTS

- 7.1. Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.