

**ST BARTHOLOMEW'S SCHOOL
GOVERNORS' LEARNING AND ACHIEVEMENT COMMITTEE**

TERMS OF REFERENCE

**REVIEWED BY THE GOVERNORS' LEARNING AND ACHIEVEMENT COMMITTEE SUMMER 2016
APPROVED BY THE FULL GOVERNING BODY SUMMER 2016
TO BE REVIEWED ANNUALLY**

The objectives of the Learning & Achievement Committee are:

- To ensure that the House and Personal Development Programme supports the goals and objectives of the school
- To ensure that the school is a safe place for young people and to manage, monitor and mitigate the associated risks
- To ensure that safeguarding is effective throughout the school community
- To monitor the impact on student progress and attainment of Pupil Premium and associated funding / interventions
- To promote and maintain strong relationships between the school and the local community

Membership

- Membership will be determined annually, at the early Autumn term meeting of the Full Governing Body.
- The committee shall consist of at least three governors. If possible, one governor will be a parent and one a teacher.
- The committee shall appoint the Chair and Vice-chair for a term of four years. Continuous re-election may only take place once.
- The work of the committee will be supported by:
 - a) The Deputy Headteacher: Student Progress & Inclusion, who acts as the professional officer for the committee.
 - b) The Clerk to the Governors, who will give notice of meetings, act as Minute Secretary and advise about procedures. In cases of conflict of interest, an alternative clerk will be sought.
- The meetings of the committee are open to all governors.
- As and when desirable the Chair may request any other person to attend meetings.

Quorum

A quorum for a committee of the Governing Body shall be three governors. This excludes Associate Members.

Voting

Associate Members may not vote on any decision concerning admissions, student discipline, election or appointment of governors, or the budget and financial commitments of the Governing Body.

Meetings

- Meetings will be held once per term.
- Dates for the following academic year will be determined at the summer term meeting of

the Full Governing Body.

- A reminder will be sent to Governors at least one week in advance of the meeting, by the circulation of an agenda and related papers.
- The conduct of meetings will be in accordance with the Articles of Association.

Areas of Responsibility of the Learning and Achievement Committee

The Chair and the committee have delegated authority from the Governing Body to consider and make decisions in the following areas:

- Discipline and Exclusions
- Attendance
- Special Educational Needs
- The House and Personal Development Programme including:
 - a) Reviewing student progress
 - b) Annually approve the draft Learning and Achievement development plans and monitor targets.
- Equal Opportunities / Disability Discrimination including
 - a)
- Relationships between families, carers and the school, including
 - a) Home School Agreement
 - b) Parents with concerns about the school
 - c) Support for families
 - d) Liaison with outside agencies
- Promotion of community cohesion
- Monitoring and Assessment of the:
 - a) Anti-bullying Policy
 - b) Behaviour Improvement Policy
 - c) Equality Policy
 - d) Child Protection (Safeguarding) Policy
 - e) Physical Intervention Policy
 - f) Special Educational Needs & Disabilities Policy
 - g) Relationship & Sex Education Policy
 - h) Social Media Policy
 - i) Radicalisation & Extremism Policy
 - j) Serious Incidents Procedure
 - k) Careers Education & Guidance Policy

The Chair and the committee have the authority from the Full Governing Body to consider and prepare proposals to be approved by the full governing body in the following areas:

- Relationship & Sex Education
- Behaviour Improvement
- Special Educational Needs

Any other delegated authority and/or request to work on behalf of the Governing Body as may be minuted at meetings of the Full Governing Body.

Reporting

The committee shall report to the Full Governing Body each term. All minutes, with the exception of confidential minutes, will be distributed to all governors within the term.

Governor Development

The committee will regularly review the competence and experience of its members at the Summer term meeting and instigate any training and development which is considered beneficial, in liaison with the Development Governor

Review

The Terms of Reference will be reviewed annually.

Signed
Chair

Date