

**ST BARTHOLOMEW'S SCHOOL
GOVERNORS' TEACHING AND LEARNING COMMITTEE
TERMS OF REFERENCE**

APPROVED BY THE FULL GOVERNING BODY SUMMER 2016

TO BE REVIEWED ANNUALLY

The Objectives of the Teaching & Learning Committee are:

1. To monitor all aspects of Teaching & Learning (T&L) across the School, to nurture a Learning Community.
2. To monitor progress with the SDP for T&L aspects, to underpin the core purposes of the School.
3. To approve and monitor each Faculty's TDP, to deliver excellence in T&L across the School.
4. To recommend to the FGB the curriculum and to monitor its delivery, to offer breadth and challenge for each student.
5. To review student performance analysis, to raise attainment as high as possible.
6. To draw up the Admissions Policy and monitor the Admissions procedure, to ensure compliance with the DfE School Admissions Code.
7. To ensure off-site activities are safe, focussed, appropriate, well-managed and add value to learning.

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 two professional officers:
 - a) The Deputy Headteacher: Curriculum & Achievement
 - b) The Deputy Headteacher: Teaching & Learning
- In addition, the Clerk to the Governors 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.

- The Chair and Vice-chair of the committee, who shall not be employees of the school, shall be elected from amongst the voting members of the committee at the autumn term meeting.

Areas of Responsibility of the Governors’Teaching and Learning Committee

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

- Annually approve the draft faculty/department development plans.
- Oversight of offsite activities.
- Exams
- Student Performance Analysis
- Business and Enterprise
- Able, Gifted and Talented provision (along with the Learning & Achievement Committee).

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

- Admissions Policy and Procedures.
- Curriculum Statement.

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. Minutes, with the exception of confidential matters, 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