

**St. Joseph's Catholic Primary School**  
**Children & Learning Committee**  
**TERMS OF REFERENCE v1.0**

**Membership**

- The elected Chair
- The Headteacher
- 1 staff representative
- 3 Governors (including the Headteacher)

The committee has the power to invite any additional governors and to consult expert advisors particularly the school's External Advisor.

**In carrying out its responsibilities the Committee must act:**

1. In partnership with the Head Teacher and Senior Leadership Team
2. In accordance with statutory requirements
3. After consultation with all stakeholders where appropriate

**Meetings**

There shall be a minimum of one meeting per half-term.

- To propose and track developments and the sharing of good classroom practice
- To review implement and monitor the quality framework of policies and internal teaching and learning policies governing curriculum provision.
- To ensure the requirements of children with special educational needs are met.
- To advise the Governing Body and the School and make recommendations, on Collective Worship, Religious Education and Sex Education within the curriculum.
- To review and challenge the information about school performance.
- To debate, challenge and inform the School Improvement Plan
- To consult and make recommendations for Governing Body statement on pupil discipline, including a policy for the exclusion of pupils
- Monitor the organisation, to advise the Governing Body on the School's Curriculum and their statutory obligations regarding the National Curriculum
- With the assistance of the staff, to provide information about school performance through analysis of school data and tracking systems
- Monitor progress towards the school's curriculum targets
- To contribute to and monitor the School Improvement Plan, including to analyse and review examination and assessment results. To report back to Full Governing Body on trends and patterns in relation to the SIP
- With the assistance of the staff, to provide information to the full Governing Body about how the Curriculum is taught, evaluated and resourced
- To review, agree and monitor the policies and provision for all statutory policies assigned to this Committee, as listed in the school's Policy List
- To contribute and monitor the school self-evaluation. To monitor progress towards planning for OfSTED and towards implementing any OfSTED recommendations
- Encourage the take up of CPD (Continuing Professional Development) opportunities (budget allowing) by all staff, and monitor the co-ordination of the CPD programme and use of the specific budget in relation to its impact on teaching and learning
- Ensure safeguarding training courses, DBS checks and related documents are being correctly managed and maintained
- Attend to the general welfare of all staff and ensure that contributions to school life by individual members of staff are acknowledged

- To ensure that the appropriate policies are in place for staff appraisal, performance management and capability
- Oversee the inclusion agenda including provision for Special Education Needs, Gifted and Talented children
- Monitor School attendance targets

### **Election of Chairperson**

The Chairperson and the Vice Chairperson will be elected from membership of the Committee at its first meeting in the academic year.

### **Quorum**

- The Committee shall not be quorate unless three members are present.

### **Voting**

- Only Governor members of the Committee shall be entitled to vote
- The Chairperson of the Committee shall have the casting vote
- Voting may be done remotely via email or post, via the Clerk

### **Minutes**

Minutes will be recorded by a designated Clerk

### **Review of Terms of Reference**

The terms of reference will be review and renewed annually at the first committee meeting in each academic year.

### **Policies**

- Educational Visits
- E-Safety
- Teaching and Learning
- Attendance
- Exclusion