



EDUCATION COMMITTEE - TERMS OF REFERENCE

RATIONALE

The Governing Body has delegated to the Education Committee certain statutory functions relative to resources for the school that will be reviewed annually. Decisions made under delegation are to be reported to the full governing body.

The Governing Body retains the right to perform functions delegated to the Committee on matters discussed at a full governors' meeting where a decision is considered necessary in light of changing circumstances.

MEMBERSHIP – The Governing Body, at the last meeting of the academic year will:

- a) appoint members of the committee with no fewer than 3 (three) governors plus the Head Teacher.
- b) The committee shall have such associate members as the Governing Body shall appoint, provided that a majority of the committee are members of the Governing Body. The committee may make recommendations for these appointments.
- c) The Governing Body shall elect a chairperson for the forthcoming year at the final meeting of the academic year and subsequently if there is a vacancy.
- d) The Governing Body shall appoint a clerk to the committee.

QUORUM

- a) The quorum shall be 3 (three) governors.
- b) The Headteacher, or a substitute nominated by the headteacher, shall be present.
- c) The committee shall vote only if a majority of the members present are governors.

MEETINGS

- a) The committee shall meet at least twice in the autumn and summer terms and once in the spring term and otherwise as required.
- b) Before each meeting an agenda shall be prepared by the chairperson in discussion with the Head Teacher.
- c) Each member of the committee shall receive, at least 7 days before the date of the meeting:
 - i) notice in writing of the meeting;
 - ii) a copy of the agenda;
 - iii) draft minutes of the previous meeting.
 - iv) papers relevant to the agenda items

MINUTES

- a) The minutes shall be recorded for each meeting.
- b) A copy of the draft minutes shall be distributed at the next meeting of the Governing Body and the Chair of the Committee shall be prepared to answer any questions arising.
- c) The draft minutes shall be submitted for approval at the next meeting of the committee.

DELEGATED RESPONSIBILITIES

The Committee will be responsible for providing guidance and assistance to the Head Teacher and the Governing Body as follows:

1. CURRICULUM

- a) ensure the school complies with the requirements of the national curriculum (including any statutory obligations regarding the national Curriculum) and to ensure that a broad and balanced curriculum is provided.
- b) To recommend to the Governing Body the level of provision of resources to meet the requirements of the curriculum.
- c) To inform the Governing Body about the way the curriculum is taught, resourced and evaluated, and play a part in the monitoring and evaluation process including programmed Governor visits to school.
- d) To ensure that the special needs are met for every child in the school and monitor the performance of pupils who fall within 'vulnerable group' categories.
- e) To ensure that the statutory provisions for the National Curriculum and assessment procedures are carried out and to consider and make recommendations relating to any modifications of, and disapplication, from the National Curriculum where appropriate.
- f) To review information relating to school and pupil performance, and to be involved with the Head Teacher and Leadership Team in the annual setting and review of objectives.
- g) To be informed about assessment procedures, reports and appropriate communications with parents.
- h) approve off-site visits and activities of more than 24 hrs or which involve hazardous pursuits.
- i) monitor pupil attendance and behaviour data
- j) approve, monitor and review the policies delegated to it as per the policy task planner.
- k) The Education Committee are responsible for the annual review of the Terms of Reference for approval by the governing body at the beginning of the academic year (Autumn term).

2. SCHOOL IMPROVEMENT PLAN

- i) assist the head teacher in formulating objectives in the summer term for the new academic year;

- ii) review objectives pertaining to the Committee on a termly basis and report to the governing body accordingly;

3. SCHOOL SELF EVALUATION FORM

To support completion of the School Self Evaluation form by reviewing the sections in accordance with the overall schedule.

4 POLICIES

The Education Committee will:

- i) develop new policies as requested by, and for the approval of, the full governing body;
- ii) review and approve amendments to those policies delegated to it to monitor
- iii) apprise the governing body of any alterations to existing policies

5 TERMS OF REFERENCE REVIEW

The Education Committee is responsible for the annual review of the Terms of Reference in the summer term for approval by the governing body at the beginning of the academic year (Autumn term).

Agreed	Date of next Review
Sept '18	Sept '19