



Sutton CE (VC) Primary School
Teaching & Learning Committee ~ Terms of Reference

1. Membership

- 1.1 The Committee shall consist of not less than four governors plus 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 Committee and may contribute to discussions on matters under consideration.
- 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 shall be 3 governors plus the headteacher (or his/her representative).

3. Meetings

- 3.1 The Committee shall meet once per term, or more frequently as may from time to time be required.
- 3.2 The agenda for the Committee shall be distributed at least seven days before the meeting.
- 3.3 Minutes of the meeting will be circulated to all Committee Members and made public save for confidential items.
- 3.4 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.
- 3.5 During discussion of specific issues governors & staff state any Pecuniary interests. Whilst they may offer expertise they should withdraw from any voting or decision making process. Members of the committee who also work at the school need not withdraw from the meetings when their interest in the matter being discussed is not greater than the interest of the generality of the employees of the school. (Ref: The Education (School Government) Regulations 1989 ~ Part 5 Regulation 14).

4. Chairmanship

- 4.1 The chair of the Committee shall be elected annually at the first meeting of the full Governing Body in the Autumn Term.



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5. Accountability

- 5.1 The Committee shall be accountable to the Governing Body and will report any decisions made to the next full meeting of the Governing Body.

6. Functions

- 6.1 The committee is responsible for:-
- 6.2 Reviewing, at the first meeting in each academic year, these Terms of Reference, and make any recommendations for changes to the Governing Body.
- 6.3 Informing the Governing Body on the implementation of the National Curriculum at the school and also to advise the Governing Body on the implementation of any LA policies at the school.
- 6.4 Reviewing regularly all Curriculum Policies for the school in the light of the above documents.
- 6.5 Supporting the Headteacher and staff with the implementation of the Curriculum Policies. The Headteacher and staff being responsible for the management, the organisation and the delivery of the curriculum in accordance with the school's Curriculum Policies.
- 6.6 Agreeing the annual statutory and non-statutory pupil performance targets and monitoring and reviewing progress against these.
- 6.7 Ensuring Governor Representatives for key curriculum areas as identified on the School Improvement Plan are appointed at the first full Governing Body meeting of the academic year.
- 6.8 Monitoring and reviewing the progress of school priorities in the School Development Plan and OFSTED Action Plan.
- 6.9 Approving the Curriculum Policy for children with special needs and to monitor its implementation.
- 6.10 Approving off site visits and activities of more than 24 hours, or which involve a hazardous pursuit or involve a journey by air or sea.
- 6.11 Identifying any Curriculum requirements that have implications for the budget.



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7. Additional functions from the disbanded H&S Committee

- 7.1 Policies for security and fire safety, health & safety, including monitoring procedures.

8. Policies to be reviewed by the Committee

Policy	Review Period
Acceptable Use of IT	Annually
Art & Design	4 Yearly
Assessment Recording and Reporting	Annually
Basic Foods in Schools	3 Yearly
Behaviour	Annually
Calculation	Annually
Collective Worship	3 Yearly
ICT	3 Yearly
Design & Tech	4 Yearly
Disability Equality Scheme	2 Yearly
Display	4 Yearly
Early Years	Annually
English	3 Yearly
E-Safety	Annually
Geography	3 Yearly
History	3 Yearly
Key Stage 1 Acceptable Use	Annually
Key Stage 2 Acceptable Use	Annually
Library	4 Yearly
Marking	2 Yearly
Mathematics	3 Yearly
Medicines in School	Annually
MFL	3 Yearly unless change to Curriculum
Monitoring and Evaluation	Annually
Music	4 Yearly
Physical Intervention With Named Pupils With SEN	Annually
PSHE	4 Yearly
Religious Education	3 Yearly
Science	3 Yearly
SEND	2 Yearly
Staff Acceptable Use of IT	Annually
Witchford Community Drug	3 Yearly
Witchford Family PE	3 Yearly