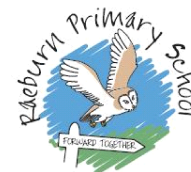


RAEBURN PRIMARY SCHOOL

TERMS OF REFERENCE



Teaching and Learning Committee (including staffing and personnel)

- as agreed at FGM on June 16th 2021

Membership	The committee shall consist of at least three governors (annually selected by the Governing Body), one of whom is the Chair of Governors.
Quorum	2 Governors (excluding the Headteacher) need to be present for the committee to be quorate or half of the committee (rounded to the nearest whole number) if there is a vote.
Meetings	The committee shall meet three times a year in line with curriculum planning and development, external data publication and internal assessment evidence.
Link Governors	A named Pupil Premium, PE Grant and SEND Governor will be appointed annually from this committee.

Terms of Reference:

1.	To elect a chair and vice chair at its first meeting of each school year to ensure no chair person remains in place for more than 3 years.
2.	The Chair of each committee will organise the preparation and publication of minutes for presentation to the full Governing Body following the agreed school format.

CURRICULUM and ASSESSMENT

3.	To agree the set targets for pupil performance and absence, in the Autumn Term each year.
4.	To consider school policy on any matters relating to the school curriculum: to recommend new policy and any amendments to existing policies to the Governing Body
5.	To consider any local or national reports affecting the curriculum, identifying any implications for school policy and practice.
6.	To invite nominated school leads to present and discuss any matters relating to the organisation, content and delivery of the school curriculum/assessment.
7.	To receive from staff subject action plans where necessary.
8.	To make recommendations to the Finance Committee on resource levels and spend for curriculum implementation.

9.	To understand, review and challenge the school in reference to: the validity of and the reasoning behind external and internal data.
10.	To support the school and SLT to ensure mechanisms are in place for accurate data presentation and analysis.
11.	Support the school to ensure that leaders have the necessary resources to implement appropriate change and drive forward development to improve outcomes for all children.
12.	To oversee and challenge that Senior Leaders are ensuring staff have the necessary skills, attributes and knowledge to successfully plan and deliver the school curriculum to provide a high quality education and outcomes for all children.
13.	To ensure that all Governors are aware of the latest OFSTED inspection framework.

STAFFING

The committee shall be responsible for ensuring that, in fulfilling their terms of reference, no employee encounters direct or indirect discrimination regardless of their sex, creed, marital status, race, age, disability and sexual orientation. This committee should take full account of:

- Sex Discrimination Act 1975 and 1986 Amendment
- Race Relations Act 1976
- Disability Discrimination Act 1995
- Equal Pay Act 1970 and Amendments
- The Equality Act 2010

15.	To receive and review the Headteacher report with regard to performance management and staff appraisal for teachers.
16.	To receive and review the SLT report with regard to performance management and staff appraisal for TAs.
17.	To ensure the wellbeing of the Headteacher, Staff and Children is reviewed and appropriate support and resources are in place to manage this.
18.	To review the staffing structure in relation to the school's overall Development Plan and Financial recommendations
19.	To formulate an appointments committee (which consists of at least 2 non-teaching Governors) as and when required, ensuring that at least one member has Safer Recruitment training.
20.	To review the school's Performance Management Policy annually, in the Autumn Term.