

**Teaching and Learning Committee**  
Terms of Reference and Standing Orders  
**2016 – 2017**

## **1. Terms of Reference**

Teaching and Learning is at the heart of the school's mission to realise the potential of every student. The Teaching and Learning committee (T&L for short) works with the school to develop all aspects of teaching and learning, including the maintenance of a broad curriculum, excellence of teaching through the faculty "spotlight" system, analysis of results, and review of relevant policies.

The Full Governing Body has delegated the power to this committee to carry out the following specific tasks:

- Monitor and review the progress of school priorities in the School Improvement Plan;
- Monitor and review progress against annual statutory and non-statutory student performance targets;
- Monitor and review assessment procedures within the College;
- Visit lessons and hold discussions with staff to monitor delivery of the curriculum as part of the school's self-evaluation systems;
- Prepare, in partnership with the Headteacher, for an OFSTED inspection;
- Review the curriculum including the approval of the curriculum plan and provision for SEN;
- Prepare statutory information on school performance for parents
- Review off-site visits and activities of more than 24 hours, or which involve a hazardous pursuit or journey by air or sea;
- Approve arrangements for students to be released for work experience and shadowing;
- Monitor, celebrate and reward faculty and year group achievement;
- Monitor, celebrate and reward students' achievement;
- Monitor and evaluate the work of the leadership group and middle managers (with personnel).
- Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the governing body;
- Contribute to governing body and school self review.
- Plan, monitor and evaluate appropriate sections of the School Development Plan/School Improvement Plan and/or Post OfSTED Action Plan.

## **2. Membership and voting**

The Committee shall consist of not less than **SEVEN** governors. Other members of the governing body may attend meetings of the Teaching and Learning committee and may contribute to discussions on matters under consideration.

Members of the College Senior Leadership Team will act as Associate Members of the committee, as appropriate to their areas of responsibility.

Only governors who are full members of the committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the committee. The Senior Leadership team do not have voting rights on this committee.

## **3. Quorum**

A minimum of **FOUR** Governors.

#### **4. Meetings**

Members of the committee are entitled to seven days notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be

given, if the committee chair decides the issue needs urgent attention. Some decisions may be made virtually (by e-mail) at the behest of the Chair.

All committee meetings must be minuted. The minutes must be circulated with the agenda of the next Teaching and Learning committee meeting.

#### **5. Chairmanship**

The chairmanship of the Teaching and Learning committee is to be decided by the members of the committee at the first meeting of each academic year.

If the Chair is absent from a meeting, a **non-staff** governor may be elected to take the chair for the duration of that meeting.

#### **6. Partnership with the Headteacher**

In carrying out its functions the committee will receive information and advice from the Headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.

The Headteacher is entitled (but not obliged) to attend all committee meetings and has full voting rights (provided he or she is a governor).

#### **7. Policies**

The committee will make recommendations to the whole governing body on the following policies, guidelines or targets:

1. Educational Visits Policy
2. Admissions Policy
3. Curriculum Policy
4. Grouping/setting of students Policy
5. Leave of Absence during Term Time Policy
6. Homework Policy
7. Acceptable Use of IT
8. SEN Policy
9. Spotlight Policy
10. Teaching and Learning Policy
11. EAL Policy

The full governing body accepted these terms of reference on 20.10.16