

Khalsa Primary School

Terms of Reference Teaching and Learning Committee

Committee with oversight for this policy – Teaching and Learning Committee	
Policy to be approved by the Full Governing Body	
Policy last reviewed by the Teaching and Learning Committee	04/10/2022
Policy last ratified and adopted by Full Governing Body	22/11/2022
Policy / Document due for review	11/2023

Khalsa Primary School

Terms of Reference – Teaching and Learning Committee

Membership:

- The committee shall consist of not less than three members nominated at the initial governing body meeting held in the Autumn Term. One member will be the Headteacher or his / her designated representative.
- The quorum to elect the chair of the committee shall be two members of the committee, excluding the current chair.
- The quorum to conduct normal business on behalf of the governing body shall be three members of the committee including the Headteacher or their designated representative.

General considerations:

- All governors are entitled to attend meetings of the committee but will not have voting powers unless they are members of the committee or are asked to attend in order to ensure a quorum.
- The Chair of Governors shall be an ex-officio member of any committee to which he / she is not otherwise appointed.
- Committee meetings will not be open to the public but the committee reserves the right to invite others to join if for specific topics / occasions deemed appropriate to its remit.
- The Committee has the right to co-opt associate / non-voting governors where specific skills or knowledge are appropriate to its work.

The committee will have oversight of certain aspects of Teaching and Learning policies in line with the Ofsted inspection framework.

Meetings

- The committee will meet at least once every term.
- Minutes of meetings will be taken and maintained as the full record of its work.
- Detailed minutes including appropriate actions will be produced by the clerk for reporting to the governing body and for use in subsequent monitoring of delivery.

Roles and Responsibilities

- To advise the governing body on curriculum issues relating to its statutory obligations, Sikh Studies and Punjabi in respect of teaching and learning in the school.
- To report to the governing body on relevant issues relating to curriculum delivery, evaluation, resourcing, differentiation, tracking pupil progress and equalities when appropriate.
- To review and make recommendations for changes in policies which have impact on curriculum delivery and learning at Khalsa Primary School.
- To monitor progress on the implementation of the School Development Plan.
- To review the school's self evaluation form (SEF) in conjunction with the Head Teacher with particular reference to the section pertinent to the Governing Body itself.
- To review the school's approach to assessment and target setting in order to

support appropriate strategies.

- To develop specific understanding and awareness of key curriculum areas e.g. literacy, numeracy, IT, and SEN through visits, Sikh study and Punjabi, and ongoing links with key staff and other appropriate activities.
- To ensure that all visits and reports by governors follow the protocols set out in the governors visit policy.
- To review the policy and provision for sex and drugs education and make recommendations where necessary.
- To ensure effective policy and practise to cater for children with special needs.