



September 2022

Terms of Reference

Children's Sub-Committee

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the Learning Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Membership: Six governors including the Executive Headteacher.

In addition, the governing body may appoint associate members to the Committee in order to draw on expertise and experience from both inside and outside the school.

Quorum: Three governors.

Chair: To be confirmed by the Governing Body at its first meeting in the Autumn Term, and to continue in office until a meeting of the Governing Body in the following Autumn Term.

Clerk: The Clerk to the Governors.

Voting and Confidentiality: All governor members have voting rights. Associate members will not have voting rights. Any decisions must be taken by a majority of votes.

Meetings and Reporting back:

- Three times a year
- In the absence of the Chair, the committee should choose another Governor to act as chair for that meeting (someone who is not the Executive Headteacher).
- In the absence of the Clerk, a Governor shall act as clerk.
- Draft minutes of each meeting will be circulated with the agenda for the next FGB and be presented by the committee chair.

Remit: Curriculum planning and delivery

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full governing body the:
 - Self-evaluation form
 - Learning Improvement Plan
 - Targets for school improvement to the governing body
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour).



- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive an annual report from the Inclusion leader and link governor.

Assessment and improvement

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To advise the Finance and Premises committee on the relative funding priorities necessary to deliver the curriculum.

Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Executive Headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.



- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

Engagement

- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way