

KINGSGATE PRIMARY SCHOOL



SCHOOL IMPROVEMENT COMMITTEE

TERMS OF REFERENCE

The terms of reference of Kingsgate Primary School's School Improvement Committee were last reviewed by the Governing Body at its meeting on 8th September 2014. They will be reviewed at least once every academic year.

KINGSGATE PRIMARY SCHOOL

School Improvement Committee Terms of reference

MEMBERSHIP

The committee consists of the Headteacher or her Deputy and at least four other Governors, appointed by the Governing Body.

QUORUM

The quorum is any four members of the committee of whom at least three must be Governors and one must be the Headteacher or her deputy. Meetings without a quorum present may be held, but their recommendations will not carry the full weight of the Committee at meetings of the Governing Body. The meetings will be chaired and clerked.

FREQUENCY OF MEETINGS

The Committee will meet twice a term.

PRINCIPAL FUNCTIONS

The School Improvement Committee exists to examine the content, implementation and impact of the school's curriculum and other provision and the quality of teaching and learning, pupil achievement and pupils' personal development and well being (the formation of the whole child as a physical, spiritual and social individual), and to make recommendations to the Governing Body.

The Committee is to advise and make recommendations to the Governing Body in relation to its statutory obligations on curricular matters.

The Committee shall:

General

- 1. REVIEW** the Committee's terms of reference annually and recommend any changes to the Governing Body
- 2. REPORT** resolutions and recommendations to the next full GB meeting;
- 3. PROVIDE** written minutes to the Governing Body
- 4. CONSIDER** any other matters referred to the Committee by the GB.

Standards & Curriculum

- 1. MONITOR** compliance with all statutory requirements are met in relation to standards and curriculum
- 2. ENSURE** that the school curriculum, and its wider provision, supports the school's vision and values and offers flexibility and variety (including activities outside the school day)
- 3. REVIEW the subject offer** and monitor the implementation and impact of the curriculum
- 4. MONITOR** the quality of teaching and learning
- 5. AGREE** class by class targets for pupil achievement and **ENSURE** that there is an effective assessment system in order to inform target setting
- 6. MONITOR** standards and achievement at point of entry for Reception class, each key stage, every class and vulnerable groups
- 7. ENSURE** relevant curriculum information and assessments are made available to parents
- 8. ENSURE** equality of access to the curriculum and **MONITOR** arrangements in place to support students whatever their needs, including those with SEN.
- 9. IDENTIFY** link governors and agree their roles and responsibilities
- 10. CONTRIBUTE** to the school's self-evaluation and School Improvement Plan and **REVIEW** the progress of selected key school improvement priorities
- 11. EVALUATE** school performance, student progress and attainment by reference to national data and agreed targets.

Personal Development and Well-Being

- 1. MONITOR AND REVIEW** the school's policy on admissions.
- 2. MONITOR AND REVIEW** the school's policy on collective worship.
- 3. MONITOR AND REVIEW** the school's policy on, and **ENSURE** appropriate provision for, sex education.

4. MONITOR AND REVIEW the school's policy on, and **ENSURE** an effective strategy to promote, physical, spiritual and social well-being.

5. MONITOR AND REVIEW the school's policy on behaviour and safe environment.

6. MONITOR access to free school meals for pupils meeting the criteria and **ENSURE** that the school meets current nutritional standards for school meals.

7. MONITOR compliance with the Freedom of Information Act and Data Protection legislation

8. MAKE RECOMMENDATIONS to the Governing Body as to whether or not to offer additional activities under Extended Services, what form these should take and put these in place.

9. UNDERTAKE any such other tasks as may be delegated to it by the Governing Body.

Administrative arrangements

Agendas will be sent to all members of the Committee at least seven days in advance of the meeting.

Minutes will be taken and circulated to the Governing Body. Any confidential items will be minuted separately and will not be available for public inspection.