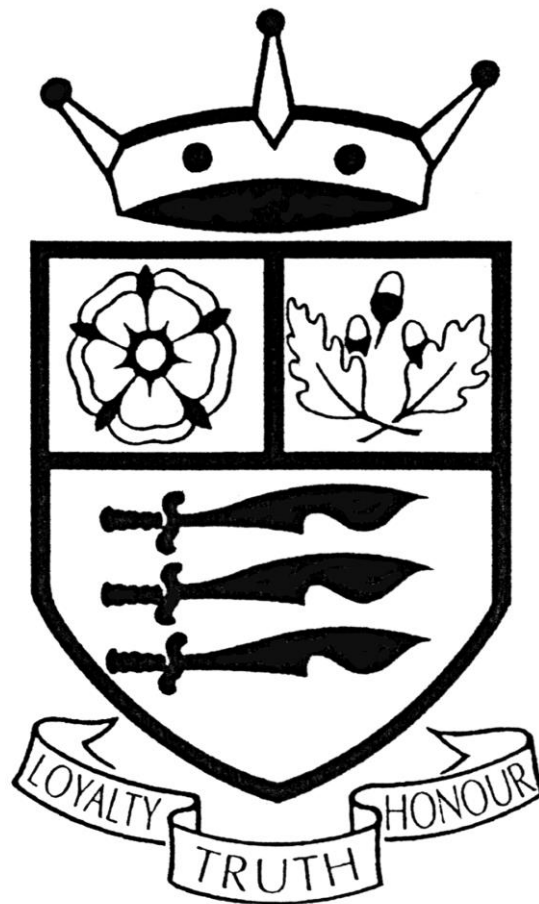


West Lodge Primary School Governing Body



Quality & Standards Committee Terms of Reference

WEST LODGE PRIMARY SCHOOL GOVERNING BODY

QUALITY AND STANDARDS COMMITTEE

Terms of Reference

Membership:

Appointed by the full Governing Body. (Non-governors may be co-opted on to the Committee)

Quorum:

3 (and a majority of those present must be Governors)

Chair:

To be elected by voting members of the Committee at the first meeting of each school year (cannot be an employee at the school or a non-governor).

Meetings:

At least termly. Meetings to be called by the Chair of the Committee or the Headteacher.

Remit:

1. To provide guidance to the Headteacher and the Governing Body on matters relating to:
 - School Improvement Plan
 - Curriculum
 - Quality of teaching and learning
 - Special Educational Needs
 - Attainment and Progress
 - Target Setting
 - Assessment
 - Recording and Reporting
 - Community Links
2. To act as the Governing Body's Pupil Discipline Committee, Staff Discipline Appeal Committee and Staff Dismissal Appeal Committee
3. To act as the Governing Body's Grievance Committee (Stage 3)

Delegated Powers:

- To consider the exclusion of an individual pupil from the school. The Committee will consist of three Governors for this purpose.
- To hear and determine appeals by a member of staff against their dismissal or other personnel issue against which there is a right of appeal. The Committee will consist of three Governors for this purpose.
- To decide on target setting, assessment, recording and reporting and the naming of a Governor for Special Needs.

In all other areas of the Committee's responsibilities, the Committee will report to the full Governing Body, making recommendations whenever appropriate. Written minutes of every meeting of the Committee will be presented to the next meeting of the Governing Body (unless the Committee meets within seven days of a full Governing Body meeting, when a verbal report may be given).

THE REMIT OF THE QUALITY & STANDARDS COMMITTEE IN DETAIL

A. School Improvement Plan

To consider and make recommendations to the Governing Body on:

- The School Improvement Plan, ensuring that:
 - The staff are consulted
 - Targets, priorities, implementation, monitoring and evaluation are included
 - The Plan relates to educational outcomes and the raising of standards
- Action Plans following an OFSTED inspection

B. Curriculum, Teaching and Learning

To consider and make recommendations to the Governing Body on:

- School Policies on religious education and collective worship, moral, social and cultural awareness, sex education, discipline and behaviour and equal opportunities

To review and report to the Governing Body on:

- Standards and School effectiveness through analysis of data and results looking at pupils' work and visiting the school
- Curriculum implementation through a range of strategies, including briefing and curriculum presentations, classroom visits, talking and listening to pupils, parents and teachers
- The school compliance with the National Curriculum and legal requirements
- Children's welfare and social, cultural and spiritual development in the light of school curriculum policies

To act on behalf of the Governing Body in:

- Carrying out the Governors' responsibilities in relation to target setting, assessment, recording and reporting

C. Inclusion

To review and report to the Governing Body on:

- The school's policy and practice for inclusion
- Ensuring time scales are kept for reviews and procedures for pupils with statements /EHC plans.

To act on behalf of the Governing Body in:

- Nominating a Governor for Inclusion.

D. School Matters

To consider and make recommendations to the Governing Body on:

- The school prospectus
- The annual report to parents

- A complaints procedure
- Policies for improving relationships between school and the local community
- Issues relating to admissions, the school day, etc.
- Appropriate consultation documents
- Any other responsibilities as appropriate and outlined in “School Governors – A Guide to the Law”

To review and report to the Governing Body on:

- The working of the complaints procedure

To act on behalf of the Governing Body in considering and determining appeals against decisions of the Governing Body about:

- The dismissal of a member of the school staff (Staff Dismissal Appeal Committee)
- Other personnel decisions against which a member of staff has right of appeal (Staff Discipline Appeal Committee)
- Decisions regarding a grievance of a member of Staff (Grievance Committee (Stage 3))
- To act on behalf of the Governing Body in considering the exclusion of an individual pupil from the School (Pupil Discipline Committee)

The Committee to consist of three Governors for these appeal purposes.

E. Safeguarding

To consider and make recommendations to the Governing Body on:

- The school’s policies related to emotional well being
- Child protection
- E-safety

To review and report to the Governing Body on

- The school’s compliance with requirements in respect of PSHE
- Curriculum provision for the teaching of e safety