



# ALL HALLOWS RC HIGH SCHOOL GOVERNING BODY

## School Effectiveness Committee Terms of Reference

<b>Terms of reference of the School Effectiveness Committee</b>	
<b>This committee has responsibility for curriculum, teaching and learning, school improvement and performance data.</b>	
<p><b>Membership</b></p> <p><u>Guest Attendees</u></p> <p>Other governors can attend but do not count as quorum and cannot vote.</p>	<p>7 governors, one of whom will act as chair.</p> <p>The current membership is:</p> <ol style="list-style-type: none"> <li>1. C Walker (Chair)</li> <li>2. Christine Wood</li> <li>3. M Weld-Richards</li> <li>4. Nicola Anderson</li> <li>5. Olha Stovell</li> <li>6. Fr F Mulgrew</li> <li>7. A Cavanagh</li> </ol>
<b>Chair</b>	<ul style="list-style-type: none"> <li>• To be appointed by the full governing body</li> <li>• The governing body can remove the chair at any time.</li> </ul>
<b>Quorum</b>	4 governors.
<b>Meetings</b>	At least once a term in conjunction with the full governing body meeting and otherwise as required.
<b>Agendas</b>	<p>Agendas to be circulated to all governors regardless of committee membership one week before the meeting by the chair of the committee. The list may also include a School Representative (as appropriate) where they facilitate or substantially contribute to such a meeting. Agendas will be produced and circulated in accordance with any required timescales within the procedure being used, so they are received 7 days before the meeting.</p> <p>Agenda items can be requested by any Governor (regardless of committee membership) by writing to the Chair of the Committee.</p> <p>Under normal circumstances, the Committee Chair will draw up the necessary agenda and papers for each committee meeting in conjunction with the Headteacher, Clerk and appropriate representation where necessary.</p> <p>Accompanying papers to be circulated to members of the committee only.</p>
<b>Minutes/ confidential minutes</b>	<p>Minutes to be emailed to all members regardless of committee membership as soon as possible after the date of the meeting, but no later than 14 days of the meeting being held, and paper copies sent with the agenda papers for the next full governing body meeting.</p> <p>Confidential minutes (as identified at the meeting) will be held separately and not included in the distribution set made available to a wider audience.</p> <p>Minutes to include a brief summary of items discussed, decisions made and any questions raised by governors and responses given and/or a record of any proposals or recommendations for the governing body to consider, and clear reasons for any decisions taken.</p>
<b>Review</b>	Membership and terms of reference to be reviewed annually at the autumn term governing body meeting

**The terms of reference for this committee are:**

1. To monitor that the school is meeting its statutory obligations under the national curriculum requirements.
2. To ensure that enough teaching time is provided for pupils to cover the national curriculum and other statutory requirements.
3. To monitor and evaluate the progress and attainment and achievements of pupils in all subjects of the national curriculum, and in all statutory, and non-statutory areas, of school life.
4. To check to make sure the relevant assessment arrangements are implemented and to ensure the rigour of the school's assessment process.
5. To ensure that all courses provided for pupils below the age of 19 that lead to qualifications (such as GCSEs and A Levels) are approved by the Secretary of State.
6. To review and approve the policy and provision for sex and relationships education.
7. To review the evidence about the quality of teaching and learning in the school and evaluate it in light of the impact on pupil achievement and attainment.
8. To monitor the effectiveness of the curriculum strategies within the school.
9. To review performance data, any other relevant information, and evidence related to standards and achievement.
10. To monitor the achievement and attainment of the various groups of pupils in the school (including groups such as boys; girls; pupils with SEN; pupils on free school meals; children from ethnic minorities; looked after children, most able pupils) to ensure they are making appropriate levels of progress and reaching appropriate levels of attainment.
11. To review the evidence about the quality of teacher feedback (marking) and its impact on the standard of student's work in books.
12. To ensure that opportunities and resources are available for continued professional development for all staff, and are implemented with reference to the School Improvement/Development Plan.
13. To review and evaluate strategies, priorities, and targets employed by the school in order to raise the achievement of pupils and standards within the school
14. To review and approve the school's attainment targets.
15. To monitor the effectiveness and efficiency of leadership and management within the school (including governance).
16. To review and monitor the effectiveness of the governing body and make recommendations to the governing body for the development of the governing body.
17. To review the governing body code of practice and monitor its implementation ensuring that all governors sign their individual declaration on an annual basis.
18. To contribute to, monitor and approve the school Improvement/development plan.
19. To contribute to and review the school's self evaluation.

**General Functions**

- To advise and report back to the full Governing Body.
- To act on matters delegated by the full Governing Body.
- To liaise and consult with other committees where necessary.

**Policies**

To prepare, agree and review the following policies:

- Curriculum Policy
- Teaching and Learning Policy
- Written and Verbal Feedback Policy
- Sex and Relationships Policy

**Approved:**

**Date: 29<sup>th</sup> January 2016**

**DATE OF NEXT REVIEW: January 2017**