



Terms of Reference – School Improvement Committee

Name of Committee	School Improvement
Membership	<p>The School Improvement Committees shall consist of no fewer than five governors including the Heads of School. Associate Members may be appointed to the committee.</p> <p>The Executive Headteacher and the School Improvement Manager will attend committee meetings in both schools</p> <p>Members of the committee will undertake training and development relevant to committee's work.</p>
Quorum	<p>The quorum shall be a minimum of three governors and no more than half to be governors employed by the school. (NB: governors who are staff members at Holbrook school are not considered to be employed at Bedenham and vice versa). Associate Members appointed to the committee will have voting rights but will not count towards a quorum. The Executive Headteacher will also have voting rights, but not the School Improvement Manager.</p> <p>The committee shall not meet without the Heads of School being present or a substitute nominated by him/her.</p>
Meetings	<p>The committees shall meet five times per year, and otherwise as required.</p> <p>A clerk will be appointed to the committee, who should not be the Executive Headteacher or Heads of School.</p> <p>At least 14 days before each meeting the clerk shall prepare a draft agenda in discussion with the chair and Heads of School/Executive Headteacher. An agreed agenda will be sent to all committee members within 7 days of the meeting together with a copy of the previous minutes and any attachments relevant to the meeting.</p>
Delegated powers and purpose of Committee	<ol style="list-style-type: none"> 1. To ensure a detailed focus on school improvement 2. To recommend to the full governing body the: <ul style="list-style-type: none"> • Schools' Self-Evaluation Form • Schools' Improvement Plans • Targets for School Improvement 3. To monitor and evaluate rates of progress and standards of achievement for all pupils including external reports (e.g. Raise-on-Line, Fischer Family Trust, Dashboard Report, internal tracking systems) 4. To set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committees' area of operation 5. To monitor and evaluate the effectiveness of leadership and management 6. To consider recommendations from external reviews of the schools (e.g. OFSTED, LLP, LA Advisors), agree actions as a result of reviews and evaluate regularly the impact 7. To monitor and evaluate the impact of teaching on rates of pupil progress and standards of achievement 8. To monitor and evaluate the impact of continuing professional development on improving staff performance 9. To review, monitor and evaluate the curriculum offer.



	<p>10. To monitor and evaluate the provision for all groups of vulnerable children (e.g. gifted and more able, pupil premium and looked after children) and ensure their needs have been identified and addressed</p> <p>11. To monitor and evaluate the allocation and impact of pupil premium, sports premium and other ear marked funding within the schools</p> <p>12. To ensure the requirements of those with special needs and disability are met, in accordance with legal requirements</p> <p>13. Receive and evaluate annual reports from the SENCOs</p> <p>14. To advise the Finance and Resources Committee on the relative funding priorities necessary to deliver the curriculum and the school improvement plans</p> <p>15. To identify and celebrate pupil achievements</p> <p>16. To receive reports from the student voice, as appropriate</p>
Reports	Draft minutes are to be sent to the Committee chair and Heads of School within 7 days of the meeting and agreed draft minutes are to be sent to all committee members within 14 days. Previous minutes are to be agreed as a true record at the next meeting and signed by the chair. Minutes are to be distributed to all governors for full governing body meetings with the agenda.
Review	The Committees are responsible for the annual review of the Terms of Reference in the summer term for approval by the governing body at the beginning of the academic year (autumn term) or earlier
Approval	10/09/2018 Documents which have been reviewed and discussed at FGB and require amendments may be approved by email after the meeting. On occasion, it may be necessary for governors to review and approve a document which covers a non-statutory responsibility by email between meeting. In this case, the comments will be recorded at the next FGB when the approval can be ratified
Date of next review	September 2019