

Rainow Primary School

Caring, Learning, Achieving.

TERMS OF REFERENCE FOR THE TEACHING AND LEARNING COMMITTEE OF THE GOVERNING BODY

There are two separate but linked areas to this Committee's work. These are overseeing the curriculum and educational standards on behalf of the full Governing Body as well as ensuring that the school staffing is appropriate to the school's needs.

CONSTITUTION

The membership of the Committee will be as agreed at the first full Governing Body meeting at the commencement of each academic year. Please note that the Headteacher cannot clerk a committee.

A quorum will be at least three Governors. The Chairman of the Committee will be elected by the Committee.

TERMS OF REFERENCE - TEACHING AND LEARNING

1. To advise the Governing Body on all matters relating to the National Curriculum, having liaised fully with the Headteacher and teaching staff, ensuring the National Curriculum is taught to all pupils and to consider any disapplication for pupils with advice from the Headteacher.
2. To consider at least annually any school visit's educational objectives, how they will be met and to advise the Governing Body accordingly, the Headteacher bringing to the committee at any time any specific concerns relating to a particular visit or visits.
3. To recommend to the whole Governing Body approval of the Teaching and Learning Policy as drawn up by the Headteacher and the Committee ensuring that the curriculum is balanced and broadly based. To ensure that the School's Policies are met through the implementation of the School Strategic Development Plan.
4. To review regularly, and not less than every four years, the policies which are the responsibility of this committee on the master policy document, and to make recommendations for acceptance for the full Governing Body.
5. To be responsible for agreeing admission numbers and school/class organisation.
6. To receive subject leader / link governor reports.
7. To ensure that minutes are taken at each meeting and circulated promptly to all members of the Governing Body and the Clerk to the Governors.

TERMS OF REFERENCE - PERSONNEL

1. To determine the staff complement in co-operation with the Pay and Finance Committees.
2. To be responsible for determining the appointment procedures for teaching and other posts and ensuring that they are implemented. This may include the Headteacher, but where not involved in the appointment, the Headteacher has the right to attend and offer advice.
3. To act as a pool of Governors for staff recruitment, which may or may not include the Headteacher.
4. To review regularly, and not less than every four years, the policies which are the responsibility of this committee on the master policy document, and to make recommendations for acceptance for the full Governing Body.
5. The Headteacher to approve any Discretionary Leave of Absence in line with the Policy and to refer to the Committee if necessary.
6. To receive and determine any applications for Premature Retirement. Any amount of enhancement will be subject to the approval of the Finance Committee.
7. To be aware of, and to advise the full Governing Body of, the implications of Equal Opportunity legislation in relation to Personnel functions.
8. To recommend to the full Governing Body, in conjunction with the Finance and Pay Committees so far as necessary, the appropriate Group size for the School and appropriate pay range for the individual members of the Leadership group.
9. To ensure that minutes are taken at each meeting and circulated promptly to all members of the Governing Body and the Clerk to the Governors.

The Committee will have the power to co-opt members of the teaching/non-teaching staff when required.

These Terms of Reference were agreed at the Spring Teaching and Learning Committee meeting 2019. They are reviewed annually.