

## Governing Body Committee: Teaching, Learning & Assessment

### Terms of Reference and Calendar of Responsibilities

Areas of responsibility		
<ul style="list-style-type: none"> <li>Systems for monitoring of pupil performance and progress evidenced by data analysis</li> <li>School internal tracking data</li> <li>Pupil achievement at end of Reception year and Key Stages 1 and 2</li> <li>Rates of pupil progress</li> <li>ASP online data</li> </ul>	<ul style="list-style-type: none"> <li>Annual Schools' Return (Cumbria LA) self-evaluation form</li> <li>Inspection action plans and preparation</li> <li>Progress against appropriate measures</li> <li>Detail and impact of expenditure of Sports Premium</li> <li>Pupil and Parent voice</li> <li>Impact of curriculum provision</li> </ul>	
Autumn term	Spring term	Summer term
<ol style="list-style-type: none"> <li>1. Elect officers</li> <li>2. Review the committee's terms of reference</li> <li>3. Analysis of school data of EYFS, Y1 Phonics Key stage 1 &amp; 2 SATs outcomes</li> <li>4. Identification of strengths and weaknesses and agree action to be taken</li> <li>5. Review &amp; evaluation of the impact of the monitoring system in school</li> <li>6. Review of Pay &amp; Performance policy, procedure and practice</li> <li>7. Review of Teacher appraisal policy</li> <li>8. Review and analysis of ASP data</li> <li>9. Identify discrete groups; SEN, EAL, LAC, PP and FSM</li> <li>10. Performance management targets for HT</li> <li>11. Performance management targets for support staff</li> <li>12. Grievance procedure for school-based staff</li> <li>13. Facilitate/report on lesson observations</li> <li>14. Reports from curriculum co-ordinators and EYFS</li> <li>15. Review, monitoring and evaluation of Special Needs policy</li> <li>16. Arrange visits to teachers responsible for Special Needs</li> </ol>	<ol style="list-style-type: none"> <li>1. Tracking and monitoring update</li> <li>2. Analysis of Autumn term in school data</li> <li>3. Review and analyse any other public data</li> <li>4. Review and monitor the impact of Pupil Premium</li> <li>5. Review the SIP / SEF</li> <li>6. Review Educational Visits policy and procedure</li> <li>7. Review and evaluate impact of the homework policy</li> <li>8. Review the Grievance procedure for school based staff</li> <li>9. Review the Disciplinary and Dismissal policy</li> <li>10. Review the Capability policy</li> <li>11. Review the policy dealing with Allegations against staff</li> <li>12. Review and evaluate the LA EPA</li> <li>13. Ask for assessment predictions for end of Key Stages 1 &amp; 2</li> <li>14. Review staffing in light of budget</li> <li>15. Arrange possible attendance at interviews</li> <li>16. Review policies and procedures impact on practice</li> </ol>	<ol style="list-style-type: none"> <li>1. Curriculum reports</li> <li>2. Tracking and monitoring update</li> <li>3. Information gathering of level of progress throughout the school</li> <li>4. Address any issues arising from curriculum and staffing</li> <li>5. Information regarding any changes in school organisational structure</li> <li>6. Review Pupil Premium impact</li> <li>7. Review impact of any extra curricula activities</li> <li>8. Review use and impact of any specific grants for curriculum, Sports Grant etc.</li> <li>9. Review impact of SIP / SEF</li> <li>10. Review end of Key Stage assessment procedures</li> <li>11. Review EYFS provision</li> <li>12. Review special needs provision</li> <li>13. Planning of curriculum training for members of Governing Body</li> <li>14. Ensure space for AOB</li> <li>15. Review policy and procedure conducting investigations for school-based staff</li> <li>16. Conduct committee audit</li> </ol>
Sources of Evidence		
<ul style="list-style-type: none"> <li>Notes from termly pupil progress meetings</li> <li>Results of analysis of SDQ (strengths and difficulties questionnaires) for pupils in receipt of PPG</li> <li>Statutory Assessment Results Summary (July)</li> </ul>		

