



TERMS OF REFERENCE FOR SCHOOL EFFECTIVENESS COMMITTEE

1) **Membership:**

The governing body has to decide the membership of the committee on an annual basis. A clear resolution approving the membership of the committee must appear in the minutes of the main governing body. Where the headteacher is a governor they will be an automatic member. Alternatively if the headteacher is not a governor they have a right to attend all meetings of the School Effectiveness Committee.

The committee will elect from their number a chair at the first meeting of each academic year.

2) **Name of Clerk:**

The governing body must appoint a clerk to each committee who must not be the headteacher of the school. The governing body can appoint a governor to clerk this committee. It is up to the governing body if they are a member of the committee or not. The governing body can also appoint a trained paid clerk or volunteer.

3) **Quorum:**

The quorum shall be three members of the committee. It is recommended that the quorum is the headteacher plus two members of the committee.

4) **Meetings:**

Meetings will be held at least once each term, as required. One week's notice of the agenda must be given by the clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes.

5) **Function:**

Decisions taken by the committee must be led by the priorities identified within the School Development Plan. The main function of the School Effectiveness Committee will be to advise and work with the headteacher to promote the best educational outcomes for all children at the school - subject to the following:

- To monitor standards, achievement and progress of children in the school
- To monitor and review the progress of school priorities in the School Development Plan in improving standards and children's learning
- To receive evaluation on the TOP and make suggestions for the future plans

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To appoint link governors appointed to priorities from the SDP
- For link governors to report on progress made on their appointed area
- To agree the statutory and non-statutory pupil performance targets and monitor progress
- To monitor and review pupil attendance
- To prepare, in partnership with the headteacher, for an Ofsted inspection
- To review all policies assigned to this committee in the policy review schedule
- To ensure the learning needs of different groups of children are met and that their outcomes are improving
- To review the impact of all targeted funding such a pupil premium
- To ensure the information on the school website complies with statutory requirements
- To prepare information on school performance

Under the School Government Regulations, the following issues may not be delegated. However, this committee is able to make recommendations to the full Governing Body on:

- the policy and provision for sex education
- the policy and provision for religious education and collective worship
- the statement of general principles for pupil behaviour and discipline, including managing drug incidents
- timing of school sessions
- charging policy for school activities
- approval and review of the home-school agreement.