



## **Terms of Reference for Teaching, Learning, Welfare and Admissions Committee**

**The governing body can delegate any of its statutory functions to a committee, subject to prescribed restrictions. The full governing body shall agree the level of delegation to this committee.**

### **Membership**

The governing body shall determine and review annually at its first meeting of the school year, the establishment and terms of reference, constitution and membership of the committees.

Associate members may be members of the committee, but the majority of committee members shall be governors. Associate members may give advice and may have limited voting rights in accordance with any restrictions placed upon them by the governing body. Statutorily, they may not vote on resolutions concerning admissions or pupil discipline

The committee shall comprise of at least 3 governors (to include at least 1 Foundation Governor).

The Committee may have in addition, such non-voting members as the Governing Body shall appoint.

The Governing Body may remove or replace a member of the Committee at any time.

### **Quorum**

The quorum shall be 3 governors (to include at least 1 Foundation Governor).  
(The committee shall not meet without the Headteacher, or substitute nominated by the Headteacher).

### **Chairing**

The committee shall appoint a chairman at the first meeting of the autumn term.  
(There are no restrictions as to who can chair a committee).

### **Clerking**

The governing body shall appoint a clerk to the committee. This must not be the Headteacher, but committee members may act as clerk in the absence of the formally appointed clerk.

Minutes will be sent out to all governors.

## **Terms of Reference**

The duties of the Committee shall be to advise the Governing Body relating specifically to:-

### **Teaching & Learning**

- To review, adopt and monitor curriculum policies
- To agree curriculum policies
- To monitor and review the information about school performance and report according to statutory requirements (including pupil attendance)
- To receive and review Link Governor visit feedback
- To oversee the arrangements for Educational Visits and receive an annual report
- To monitor progress of the School Improvement Plan
- To advise Finance and Personnel committee on the relative funding priorities necessary to deliver the Curriculum.
- To review and monitor ICT provision and developments across the school
- To review provision for children with special educational needs.
- To contribute as necessary to the School Prospectus.
- To monitor curriculum provision
- To determine within statutory provisions and the governing body policy whether any child should be admitted to the school
- To review admissions arrangements and to make recommendations for changes to the governing body
- Any items which individual governors may wish to include relating to admissions

### **Welfare**

The committee shall have absolute discretion in the following:

- To provide support and guidance for the Head-teacher in all matters relating to Safeguarding, the school premises and grounds, security and health and safety to ensure the school complies with all relevant Health & Safety Regulations.
- To ensure the school fulfils its role in relation to Child Protection issues and has the required procedures in place.
- To oversee the operation of the school's Behaviour Policy and oversee the use of Exclusions and their effectiveness.
- To receive and review Attendance data and reports.
- Oversee Educational Visits Policy and approve residential visits where necessary.
- To report to the full governing body at each of its meetings
- To review and monitor the school website for compliance.

Terms of reference agreed by the Teaching, Learning, Welfare & Admissions Committee: 29<sup>th</sup> September 2016

To be ratified at Full Governing Body meeting: 13<sup>th</sup> October 2016

<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
Jacqui Scarborough	2004
Tony Schorah	03/2011
Sarah Slater	03/2013
Yvonne Castle	01/2013
Father Brian	09/2015

