

## **Terms of Reference for the Standards Committee**

The terms of reference will be agreed annually by the Governing Body and are subject to the School Governance (Procedures) (England) Regulations 2013

Decisions taken by the committee must be led by the priorities identified within the school's School Development Plan (SDP). The main function of the Standards Committee is to advise and work with the Headteacher to promote the best educational outcomes for all children at the school.

### **FUNCTIONS OF THE COMMITTEE**

#### **1. Safeguarding Duties**

1. To ensure that robust Quality Assurance and Risk assessment systems are in place
2. To encourage and establish safe and responsible practices when using the Internet for all
3. To cross reference with other committees on safeguarding issues to ensure there are no omissions

#### **2. Health and Safety Duties**

1. To ensure that the Head (or delegated member of staff) and Governors make a half-termly Health and Safety inspection and report to the committee.
2. To record Health & Safety issues and make recommendations to the Governing Body.
3. To monitor the priorities of the SDP in improving standards and children's learning
1. To receive evaluation on the SDP and make suggestions for the future plans
2. To recommend targets for school improvement to the governing body
3. To make recommendations to the governing body to address any emerging issues
4. To appoint link governors to priorities in the SDP
5. For link governors to report on progress made on their appointed area in the SDP

#### **4. Monitor standards, achievement and progress** of children in the school in relation to school and national targets and considering wider outcomes.

#### **5. Monitor and evaluate provision** for all groups of pupils considering

1. Quality of Teaching
2. Quality of Curriculum
3. Quality of Care, Guidance and Support

#### **6. Ensure the learning needs of different groups of children are met** and that their outcomes are improving

1. To ensure the appointment of a Co-ordinator for Special Educational Needs and Disabilities and Inclusion is in post

#### **7. Consider external reports** including the KIT report from the local authority, and reports from OFSTED and SIAMS.

1. To agree the actions needed to address any issues identified through external review
2. To evaluate regularly the implementation of any plan agreed

#### **8. 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.

1. To oversee the delivery of the National Curriculum, ensuring that our own curriculum policy is followed and that all conditions of the current National Curriculum are fulfilled
2. To ensure that only approved external qualifications and syllabuses are offered to pupils of compulsory school age

**9. Review all curriculum and learning policies**

1. To ensure that when reviewing policies full consideration is given to Safeguarding (child protection) Inclusion, Equality and Access
2. To ensure that a *teaching and learning* policy is in place and resourced and to regularly review the operation of the policy
3. To regularly review and develop the *assessment policy* and to ensure that the policy is operating effectively
4. To regularly review and develop the *SEND policy* and to ensure that the policy is operating effectively
5. On behalf of the Governing Body to review the policy and provision for sex and relationships education, governor visits, international dimension, SMSC development, spiritual development and the school's purpose, aims and values document and make recommendations where necessary
6. To review and approve significant changes to policies for which the Headteacher has day to day responsibility. See Standards Committee Policies list (Appendix 1)

**10. Review and monitor the Pastoral, Academic Care, Guidance and Support offered to pupils.**

To include Safeguarding (policy approved annually by FGB), Transition, Academic Targets and Guidance, Vulnerable pupils and Attendance (policy approved by Resources Cttee).

**11. Review the impact of all targeted funding** such as pupil premium & sports premium.

**12. Monitor and review pupil attendance and behaviour.**

**13. Ensure the information on the school website complies with statutory requirements,** including information on the curriculum

**14. Approve the school's prospectus.**

**15. Ensure that agreed procedures are in place for educational visits,** including the appointment of a named co-ordinator.

**16. Research and review the opportunities/challenges arising from extended school provision** (from a pupil learning perspective) and to monitor and evaluate any such provision.

**17. Set the times of school sessions and dates for the school year,** including any INSET days.

**18. Consult pupils, parents and the wider community**

1. To monitor the views of pupils on the curriculum offered by the school and on pupil progress and achievement and to evaluate the ways in which the school actively responds to pupil views
2. Plan and coordinate strategies by which the governing body can demonstrate its accountability and consult parents and community.
3. To monitor the views of parents and carers on the curriculum offered by the school and on pupil progress and achievement, to provide feedback and to evaluate the ways in which the school actively responds to the views of parents and carers

**2. Standing Orders** (basic rules, not comprehensive)

**2.1. Membership**

At least 3 members of the committee are members of the Governing Body

(The committee may have Associate Members appointed by the Governing Body whose voting rights are agreed by the Governing Body, subject to regulations, and defined in the Terms of Reference).

## **2.2. Quorum**

The quorum for the committee is three governors.

## **2.3. Election of Officers**

The Chair of the committee will be elected by the committee at the first meeting after the committee is appointed by the Governing Body, usually at the first meeting of the Autumn Term. A clerk to the committee will be appointed by the Governing Body.

## **2.4. Agenda**

At least seven days before the meeting the Clerk will send out the agenda and any associated reports to each committee member, the Headteacher and to the Clerk to the Governing Body.

## **2.5. Meetings**

The committee will meet once per term and as required.

## **2.6. Voting**

A vote may only be taken if the majority of the committee members present are governors. Questions are decided by a majority vote of committee members present. Where the votes are equally divided, the Chair has a second or casting vote, provided that the person acting as Chair is a governor. The voting rights of Associate Members is determined by regulations and agreed by the Governing Body.

## **2.7. Minutes**

Minutes of the meeting will be drawn up by the Clerk to the committee and will be signed (subject to the approval of the committee) by the Chair at the next meeting of the committee. Draft minutes will be made available to all Committee members, the Headteacher and Clerk to the Governors. The Clerk to the committee will file the agenda and signed minutes in school as soon as is reasonably practical. The agenda, minutes and reports considered at the meeting will also be filed on the governors website. Confidential items will be held in school in a separate file.

## **2.8. Withdrawing from meetings**

A committee member should withdraw from the meeting and not vote if there is conflict between their interests and that of the Governing Body or there is reasonable doubt as to their ability to act impartially.

Terms of reference agreed for recommendation to the FGB at Standards meeting on 15<sup>th</sup> November 2018.

Terms of reference approved at FGB meeting on 29<sup>th</sup> November 2018.

PETERSFIELD CHURCH of ENGLAND (AIDED) PRIMARY SCHOOL, ORWELL

Appendix 1: Standards Committee Policies

<b>STANDARDS COMMITTEE: POLICIES</b>	<b>APPROVED BY</b>
Home school agreement	Standards
PREVENT	Headteacher
Behaviour	FGB
SMSC Development	Standards
Science Policy	Standards
International Dimension Policy	Standards
Road Safety	Standards
School Purposes and Aims	FGB
Sun safety	Standards
Transport (Pupil)	Standards
Healthy Eating	Standards
Cycle	Standards
Substance Use & Misuse	Standards
Bereavement	Standards
Classroom observation & protocol	Resources
ECO Policy	Standards
SEND Policy	FGB
Curriculum	Standards
Foundation Subjects Policy	Standards
Off sites Visits Policy	Standards
ICT policy in conjunction with curriculum policy	Standards
Governor visits	Standards
Assessment Policy	Standards
Child Protection and safeguarding	FGB
Children not collected Protocol	Standards
Equality & Diversity	FGB

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Induction for new Governors	FGB
Marking and Feedback	Standards
Teaching & Learning	FGB
Sex & Relationship	Standards
PSHCE	Standards
Religious Education	Standards
Offsite (Educational) Visits	Standards
Foundation subjects	Standards
English Policy	Standards
British Values	Standards
Handwriting Policy	Standards
Guided Reading	Standards
EYFS	Standards
Mobile phones in schools	Standards
Monitoring of Teaching	Standards
Classroom Observation Protocol	Standards
Spiritual Development	Standards
SMSC Development	Standards
Intimate Care	Standards
Values Education	Standards
Mathematics Policy	Standards
Sources of Additional Funding – e.g. Pupil Premium and Sports Premium	Standards