

**Bocking Church Street Primary School**  
**Pupil Outcomes & Achievement Committee**  
**Terms of Reference**  
**2018/19**



**Membership**

- Appointed by the Governing Board, sufficient governors to cover the monitoring requirements of the committee. Minimum four 2018.
- Associate members may be appointed by the Governing Board to the committee.
- The committee may make recommendations to the Governing Board for co-opting non-governor members
- Co-opted and associate members may participate in the work of the committee but may not vote.
- The Committee Chair and members should be appointed/ratified annually by the committee
- The Chair of Governors can be a member of each committee and may attend each committee meeting and vote because s/he has chosen to be a governor.
- The Headteacher may attend meetings but may not vote unless s/he has chosen to be a member

**Disqualification**

- Any member of staff other than the Head teacher, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Head teacher or any governor may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

**General Terms for Committees**

- to act on matters delegated by the Governing Board.
- to ensure governors liaise within committees, as required/defined, in advance of meetings to ensure effective and streamlined governance
- to consult with other committees, as necessary
- to contribute, as agreed, to the annual SIP

**Meetings**

- At least three times in each school year, prior to full Governing Board meetings.
  - Additional meetings will be held as and when required, for example to review the end of year performance.
  - Clerking for GB and main Committee meetings will be provided by Essex Clerking Services. Any other working group should appoint a clerk at the beginning of each meeting
  - The draft minutes of each meeting will be circulated to the committee for comment and any amendments made before circulation to the Governing Board and public filing.
  - Governing Board and Committee meetings will not be open to the public but minutes of these are available in the school office.
  - In the absence of the Chair, the Vice Chair will conduct the meeting. If both are absent, the committee shall choose an acting Chair for that meeting from among their number.
  - In the event of a tied vote the Chair or acting Chair shall have a second or casting vote.
- (See below for roles and responsibilities of Committee Chair)

**Quorum**

Three governors who are appointed members of the committee

**Generic Responsibilities of Committee Chairs**

- To work with the Chair, Vice Chair and other Committee Chairs and Head teacher to agree strategic priorities and define the impact of these on the governing body and its committees.
  - Input to GB annual plan and development plan, including any proposed changes to committee roles and responsibilities for ratification by the full GB.
  - ensure there is a clear, calendarised plan of action for the committee in line with the above

- and that objectives are achieved
  - coordinate and schedule committee actions to take account of school calendar and committee and GB meeting dates
- lead the work of the relevant committee and ensure it operates effectively so that:
  - terms of reference and delegated powers of the committee are known and understood by committee members
  - supported by the clerk, the committee fulfills relevant legal obligations on behalf of the GB
  - the committee operates effectively as a team with clearly delegated responsibilities
- support the initial training of new governors on the committee and governors' ongoing development to ensure they are well-informed on the role and responsibilities of being a governor
- delegate responsibilities to committee members (or, where deemed necessary, Working Groups) and make sure governors understand what is expected of them
- review the work of the committee annually and make any recommendations to the Strategy group
- refer to the Governing Board any matters which may be in conflict with the work of another committee

#### **Meetings:**

- working with the clerk, ensure that meetings are well-planned, agenda items are properly introduced, all meeting documentation is circulated at least 7 days in advance and that minutes are accurate, published and communicated to governors promptly
- chair meetings, ensuring they start and finish on time and that all governors are encouraged to contribute
- monitor that any follow-up activity is completed and reported appropriately
- ensure that confidentiality is maintained

### **Roles and responsibilities of of the committee**

- To ensure on behalf of the Governing Board that its strategic responsibility to hold the Head Teacher to account for the educational performance of the school and its pupils is discharged.
- To review and analyse the performance of the school, against national and local indicators, and to advise the governing body on any action required in order to sustain high performance and improvement.
- To ensure that the School Improvement Plan reflects the requirement to raise standards and aspiration, and to monitor and evaluate it accordingly.
- To monitor the implementation of any Action Plan resulting from Ofsted inspection in order to maintain progress
- To monitor, with assistance of the Head Teacher and subject co-coordinators, how the curriculum is taught, evaluated and resourced
- To co-ordinate the monitoring activities of governors relating to SIP priorities, the curriculum, the performance of core and foundation subjects, EYFS, Special Educational Needs, Pupil Premium and gifted and talented pupils.
- To create a termly monitoring plan to ensure that monitoring activities are timed appropriately with Pupil Progress Meetings and other relevant activities.
- To receive and discuss reports of monitoring visits undertaken by governors in the areas specified above.
- To make recommendations to the Resources Committee on resources that are needed to meet the needs of the whole curriculum, and the sustainability of the non-statutory elements

- To receive regular reports from the Head and/or senior leadership team on the quality of teaching and learning, to identify areas for improvement, and to ensure that any necessary action is taken to maximize outcomes for pupils
- To ensure that annual assessment and examination arrangements comply with national requirements
- To ensure that requirements of pupils with varying levels of ability, from the gifted and talented to those with special needs are met
- To receive information from the Head Teacher on attendance rates compared to the school target and monitor efforts to improve attendance rates.

#### **Policies**

- Although primary responsibilities for policies concerning Health and Safety, Inclusion, and Safeguarding are delegated to specific committees, all committees should consider relevant aspects of these.