

Guilden Sutton Church of England Primary School



'Love and Justice for All'

'And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God.' Micah 6:8.

through the teachings of Jesus all can flourish spiritually, emotionally and academically throughout life, living out love and justice for all.

Education Committee Terms of Reference **2023 - 2024**

Introduction

The Education Committee shall work in consultation with the Headteacher to exercise oversight of all matters relating to the curriculum, inclusion, school improvement, staffing and community and parent links. The Committee shall take full account of the school's educational priorities as set out in the School Improvement Plan.

Membership

The Committee shall determine, and review annually at the first meeting of the school year, the terms of reference and membership of the members of the Education Committee. Membership is derived of a minimum of three governors and the Headteacher.

Quorum for the Committee is 3 and should include the Headteacher or someone representing the Headteacher.

Chairing

The Committee Chairperson will chair all meetings. In their absence a deputy should be appointed.

Meetings

Meetings are scheduled and shared at the beginning of the academic year. The Committee shall meet at least once a term and more often if required.

Clerking

The Governing Body does not buy in clerking services for minutes to be taken at the Education Committee. Each meeting a member of the committee, who is not the Headteacher or Chairperson, takes minutes on a rota basis as an accurate reference of what has been discussed. These minutes are sent to the Headteacher and Chairperson within 7 days to ensure they are a true and accurate picture of the meeting. Once approved, minutes are sent to the rest of the committee.

Terms of Reference

- To approve the school's curriculum and monitor any implementation and changes.
- To receive information from the Headteacher and the staff about how the curriculum is taught, evaluated and resourced.
- To agree policies for the teaching of religious education and sex education.
- To agree the arrangements for educational visits and ensure that they are in line with current CWAC guidance.
- To agree and facilitate any specific involvement by individual governors in curriculum areas (link governors), and to agree policy, protocol and timetable for governor visits to the school (linked to School Improvement where necessary).
- To ensure that the requirements of children with special needs are met through establishing and monitoring a Special Educational Needs policy.
- To ensure the needs of looked after children are met through the agreement and review of the relevant policy.
- To ensure that the school meets the statutory requirements relating to equality legislation (race, disability, gender).
- To monitor pupil attendance and set targets as necessary.
- To monitor pupil discipline and behaviour.
- To contribute to strategic planning within the school, and to recommend the School Improvement Plan (SIP) to the full Governing Body.
- To review and evaluate annually with the Senior Leadership Team, the success of the School Improvement Plan and report to the full Governing Body at the end of the School Development cycle.
- To review the available data and dashboards on performance for KS1 and KS2 in the autumn term.

- To review the school prospectus and curriculum areas of the website.
- To assist the Headteacher in promoting good relationships and communication with parents and the community, and to review periodically any parent surveys/ parent view.
- To review and agree the staffing structure and school timetable.
- To ensure all staff appraisals are completed and the Headteacher Performance Management Review is completed each year by the Headteachers Performance Management committee in conjunction with the school improvement partner.
- To handle any staff grievances as set out within the relevant policy.
- To approve any requirements for staff recruitment, and involvement of nominated Governors in the recruitment process where necessary.
- To review all policies linked to this Committee.