

## University of Birmingham School Teaching and Learning Committee Terms of Reference

<b>Review Frequency</b>	Annually	<b>Review date</b>	November 2021
<b>Governing Committee Responsible</b>	Teaching and Learning	<b>Next Due</b>	November 2022
		<b>Website</b>	Yes
<b>Staff Responsible</b>	C Townsend	<b>Date Produced</b>	June 2015

### Appointment, Procedure and Quorum

1. Up to **six** Governors shall form the Committee and these shall be appointed annually by the Board of Governors at its first normal meeting in each school year. The Committee may also choose to co-opt up to **two** external members, provided that the majority of members are Governors.
2. **The Governing Body shall elect a Chair, or the Committee shall elect its own Chair at the first meeting in each school year**, and they shall hold office, provided they remain a Governor and member of the Committee until the appointment of their successor. No person employed at the School may be the Chair.
3. The Principal shall be ex-officio a Member of the Committee and the Chair of the Board of Governors (if not a member) shall be invited and entitled to attend.
4. Any question coming before the Committee shall be decided by a majority of members present and voting except that, in the case of an equality of votes, the Chair shall have a casting vote. A vote should only be taken if a majority of members present are Governors.
5. The Committee shall determine its own dates of meetings but meet at least once a term. This does not preclude further special meetings which, with the agreement of the Chair of the Committee, may be arranged at any time between scheduled meetings. Alternatively, any three members may requisition a meeting.
6. Meetings shall be called by the Clerk to the Governors or their representative in writing and/or by email, giving seven clear days' notice and a copy of the agenda of the meeting. Proposals or reports involving questions of substance shall be in writing and circulated with the agenda.
7. Minutes of the meetings shall be kept and, except for Minutes which the Committee determines to be confidential, shall be circulated to the next Meeting of the Governing Body.
8. The quorum for the Committee shall be **three** members of the Committee, of which a majority are Governors.

### Terms of Reference

As the Body responsible for Teaching and Learning within the School, the Governors recognise that this comprises the whole range of activities and experiences which make up the education of pupils, including attitudes and values which the School encourages and transmits. As such, the curriculum is the pivot, focus, and main means by which the School does its work.

### **Curriculum**

On behalf of the Governing Body, the Teaching and Learning Committee shall:

1. ensure a broad and balanced curriculum is taught to all pupils;
2. establish, implement and review a Curriculum Policy, including a written statement on the aims and objectives of the School's curriculum;
3. decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day);
4. oversee the implementation and development of the School's Character Education and Enrichment programme;
5. prohibit political indoctrination and ensure the balanced treatment of political issues;
6. ensure provision of Religious Education and Collective Worship in line with the school's curriculum plan;
7. recognise representations made to the Committee, as regards the curriculum, by persons connected with the community served by the School;
8. ensure the Governing Body is kept informed of any activities which might contravene the regulations regarding the School.

### **Assessment and Pupil/Student Progress**

On behalf of the Governing Body, the Committee shall:

1. receive and note statistical expectations and progress for pupil achievement (progress and attainment);
2. monitor the annual performance of the School compared to National Standards and aspirationally benchmarked schools;
3. monitor the annual performance of departments compared to National Standards and benchmarks;

### **Other**

The Committee:

1. may make recommendations regarding the times of school sessions and the Governors' charging and remission policy. They may not, however, agree any variations or exceptions in these areas;
2. may recommend and, from time to time, review policy regarding leave of absence for pupils within the meaning of the Education (Pupil Registration) Regulations 2006;
3. shall endeavour to ensure, subject to the resources made available, that the Governors are kept well informed about curricular, assessment, examination and related matters;
4. may review budgets for Teaching and Learning against the School's Improvement Plan and make recommendations to the Resources Committee.

### **Standing items**

The following items shall be discussed by the Teaching and Learning sub-committee at each meeting:

- Pupil/student progress report
- Staff development report – to include NQT progress where appropriate