

**Chalton Lower School**

**SCHOOL IMPROVEMENT COMMITTEE  
TERMS OF REFERENCE**

**September 2018**

**MEMBERSHIP**

The Committee shall consist of at least three members of the Governing Body plus the Headteacher.

All governors may attend but non-committee members do not have voting rights.

**QUORUM**

The quorum shall be two governors (excluding the Headteacher). The Committee shall not meet without the Headteacher, or a substitute nominated by the Headteacher, being present.

**MEETINGS**

The Committee shall meet once per term or otherwise as required by the Governing Body.

**OFFICERS**

The Committee shall elect its own Chair at the first meeting after its constitution. Minute taking and the distribution of accurate minutes will be undertaken by the clerk.

**PROCEDURES**

1. The clerk is responsible for ensuring that the agenda and minutes for each meeting are circulated to all members at least seven days before the relevant meeting. The minutes to indicate where the Committee has taken a decision under delegated powers and where the Committee is making a recommendation to the full Governing Body.
2. The Headteacher shall withdraw from the meeting when any subject in which he/she has a pecuniary interest comes under discussion.

**TERMS OF REFERENCE**

1. To advise the Governing Body on the School's Development Plan and its statutory obligations regarding the curriculum.
2. With the assistance of the staff, to monitor and evaluate attainment and the delivery of the curriculum,
3. To review, approve and monitor the implementation of policies for curriculum areas, special educational needs, collective worship, race, equality, behaviour, looked-after children, child protection and the disability equality scheme.
4. To ensure that the needs of the students with special educational needs are met.
5. In conjunction with the Headteacher, to recommend to the governing body statutory targets for pupil attainment.
6. At least annually, to receive a report from the Headteacher on the quality of teaching, on standards of pupil achievement, and to identify any necessary governing body actions.
7. After consultation with the Headteacher and staff, to identify priorities for the School Development Plan and to consider the draft Plan for discussion and approval by the governing body.

8. To monitor, at least once a term, the School's self-evaluation procedure and progress on implementing the School Development Plan.
9. To review, after consultation with the Headteacher and staff, the School's policies in line with the schedule
10. To review and monitor the policy on charging and remission, and the conduct of, school journeys and visits and other off-site pupil activity.

**Formally adopted: 27<sup>th</sup> June 2018**

**Review: July 2019**

**Signed.....**

**Date.....**

**Position.....**