

# **Stanford Infant School**

## **Quality of Education Committee Terms of Reference**

### **Introduction**

In accordance with the Governance Handbook (2017), all Governing Boards should hold leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff.

The Quality of Education Committee of a Governing Body is responsible for ensuring that standards across the school are set, maintained and achieved.

### **Purpose of the Committee**

The purpose of this committee is to hold the school to account for all the educational outcomes of all pupils. By monitoring and reviewing the curriculum and progress and attainment of all pupils, using assessment data, the committee aims to address and identify any areas of success, development or concern.

The ultimate goal of the committee is to work to ensure pupils' needs are met and that they can reach their academic potential.

The committee, and Governing Body as a whole, are committed to monitoring the impact of the school's assessment processes on the workload of teaching staff. In light of this, the committee will work to ensure assessment and testing is not causing undue work and, in turn, contributing to stress factors.

### **Membership and Quorum**

The committee will be appointed by the Governing Body annually and will consist of an elected Chair and Vice Chair, the Head Teacher and other nominated Governors. Subject Leaders may also be asked to attend committee meetings to help identify any areas for concern and discuss how these can be addressed.

In accordance with part 5 of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the committee is only open to no less than three Governors.

The quorum of the committee will be half of the number rounded up to the nearest whole, e.g. if the committee consists of seven members, then a minimum of four members must attend the meeting in order to meet the quorum.

### **Duties**

The function of the committee is to advise the rest of the Governing Body on matters relating to the school curriculum, including:

- Monitoring the standards and progress of pupils attending the school.
- Using attainment and achievement data provided by the school to evaluate the impact of teaching and learning on the levels of attainment.
- Monitoring the progress of pupils in the school and reporting this information back to the Governing Body, advising them in respect of targets for pupil achievement across the school.
- Analysing performance trends that could be present within the school and against LA and national trends.
- Mapping performance and progress data against set national standards.

- Having knowledge of the educational needs of pupils within the school and monitoring pupil performance data of specific groups of pupils, e.g. pupils with SEND and disadvantaged pupils.
- Understanding the targets that have been set within the school and challenging any areas for concern or underperformance against these targets and any other expectations, e.g. set by the LA.
- Ensuring the school's curriculum is balanced, broadly based and effective, using a variety of different sources, e.g. curriculum mapping, attainment data and information regarding the effectiveness of the curriculum, in order to improve the curriculum.
- Reviewing relevant school policies relating to standards, e.g. behaviour, assessment and attendance policies, and recommending amendments to the Governing Body.
- Ensuring that there are effective procedures in place across the school in relation to pupil support, attendance and behaviour regulation.
- Remaining informed on the attendance rate of the school and ensuring that there are procedures in place to fulfil statutory requirements, especially regarding pupils missing education, e.g. through persistent absenteeism.
- Obtaining progress reports from schools within the LA of post-Ofsted action plans and other formal evaluation reports related to the quality and effectiveness of learning within the LA, in order to further inform and develop any improvement plans and strategies.

## **Meeting and Recording Arrangements**

- The committee will meet as often as necessary to fulfil its responsibilities and at least once per term. The chair or any two committee members may call unscheduled meetings as long as appropriate notice is given to all members of the committee.
- The clerk to the committee – who also acts as the clerk to the Governing Body – will circulate an agenda and any other relevant documents to the meeting no fewer than seven days prior to the meeting.
- The clerk will take minutes of the meeting which will then be shared with the committee chair and circulated to the committee members for approval at the following meeting.
- If the clerk is unable to attend the meeting, the committee must appoint a clerk in accordance with the School Governance Regulations, which state that the Governing Board must appoint a clerk, who must not be the Head Teacher of the school.
- The committee may invite non-members to meetings to assist or advise on a specific matter or issue. These additional attendees will not be entitled to vote on any matters. Any appointed associate members may be given the right to vote; however, only at committee level.
- Every matter to be decided upon will be determined by a majority vote; each member of the committee shall be entitled to one vote. Where there is an equal division of votes, the chair will have the deciding vote.
- A register of attendance shall be kept for each meeting and will be published on an annual basis.

## **Authority**

The committee is authorised by the Governing Board to:

- Investigate any activity within its terms of reference.
- Seek any information it requires from an employee, with all employees directed to cooperate with any request made by the committee.
- Obtain any outside legal or independent professional advice where it deems it necessary

## **Review Dates and Terms of Office**

The committee, their responsibilities and the delegation of responsibilities will be appointed and administered annually by the board, and shall hold office from the date of their appointment until their resignation, or their omission from membership of the committee after consideration by the governing board, whichever happens first.

The Governing Body will determine the constitution, membership and terms of reference of the committee and review these annually for the duration the committee is required.

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## **Bibliography**

DfE (2017) 'Governance handbook', p.9, para.2

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, SI 2013/1624, regs 22-23