



HASLINGFIELD ENDOWED PRIMARY SCHOOL

TERMS OF REFERENCE FOR STANDARDS COMMITTEE 2023/24

1) **Membership**

The governing body has to decide the membership of the committee on an annual basis. A clear resolution approving the membership of the committee must appear in the minutes of the main governing body. Where the Headteacher is a governor, they will automatically be a member. Alternatively, if the head teacher is not a governor, they have a right to attend all meetings of the Standards Committee.

The committee will elect from their number a chair at the first meeting of each academic year.

2) **Chair:** In the absence of the Chair, the committee shall choose an acting chair for that meeting from among their number.

3) **Clerk:** This role will be undertaken by the Local Authority Cam Clerk service.

4) **Quorum:** 3, including the Headteacher.

The quorum shall be three members of the committee.

5) **Meetings:** At least one per term

Meetings will be held regularly/ at least once each term, as required. One week's notice of the agenda must be given by the Clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes.

The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the Chair (or in his/her absence another member of the committee).

- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

6) **Functions of the committee**

Decisions taken by the committee must be led by priorities identified within the School Development Plan. The main functions of the Standards Committee will be to:

- advise and work with the head teacher to seek the best use of the school's resources to promote the best educational outcomes for children;
- act on matters delegated by the full governing body;
- liaise and consult with other committees as necessary;
- contribute to the School Development Plan;
- consider safeguarding and equalities implications in undertaking all committee functions.

The committee shall focus on the following areas (non-exclusively):

a) **Curriculum planning and delivery**

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full governing body the:
 - Self-evaluation form
 - School Development Plan
 - Targets for school improvement to the governing body
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. relationships & sex education, and pupil behaviour/discipline).
- To ensure that the requirements of children with special needs and disadvantaged children are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENDCO and an annual report from the SEND governor(where appointed).

b) **Assessment and Improvement**

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To ensure the full implementation of the school's Equality policy, so that no child is disadvantaged.
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been

identified and addressed, and to evaluate their progress and achievement.

- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.

c) Engagement

- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements
- To ensure that arrangements are in place for educational visits and engagement where appropriate.
- To monitor children's behaviour and attitudes/engagement in learning
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way

Full Governing Body agreed these terms of reference on 30th November 2023