

# Learning and Development Committee: Terms of Reference

## General Terms

- To act on matters delegated by the full governing body
- To liaise and consult with other committees where necessary
- To contribute to the School Development and Improvement Plan
- To consider safeguarding and equalities implications when undertaking committee functions

## Meetings

- The quorum is a minimum of three members of the committee including the Headteacher.
- The committee shall meet once a term or as required.
- In the absence of a chair the committee shall chose an acting chair from among their number for the meeting.
- The meeting will be clerked by the clerk to the governing body in the absence of the clerk the committee shall chose a clerk for that meeting (not a member of school staff) from among their number.
- The draft minutes of the meeting will be circulated within 10 working days of the meeting.
- Decisions will be taken by majority vote of committee members present able to vote (including where agreed associate governors)
- Where appropriate individuals may be invited to attend to inform the work of the committee.

## Curriculum planning and delivery

- To review, monitor and evaluate the curriculum offer and ensure that it meets statutory requirements and the values of the school.
- To ensure that the curriculum meets the needs of all pupils regardless of ability, age, sex or ethnicity.
- To ensure that the requirements of pupils with special educational needs and disabilities are met as laid out in the code of practice.
- To ensure that the curriculum provides opportunities for physically confident in a way that supports their health and fitness.
- To recommend for approval to the full governing body the School Development and Improvement plan relating to pupil attainment and progress and the curriculum.
- To monitor and review the attainment of specific groups of pupils including those in receipt of PPG funding and SEND pupils.
- To evaluate the impact of the curriculum in terms of pupil preparedness for the next stage of their education.

## Assessment and improvement

- To evaluate and monitor 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 the impact of continuing professional development on the quality of teaching and learning.
- To review and set priorities for progress and improvement of learning.

- To regularly review the assessment policy and ensuring effective operation of the policy.
- To advise the resources committee on the funding priorities necessary to deliver the curriculum
- Consider recommendations from external reviews of the school (Ofsted, school improvement advisors) agree an action plan a result of the reviews and regularly evaluate the implementation of the plan.
- Review and monitor policies delegated to the committee:
- [Relationship and Sex Education](#)
- [Early years foundation polices](#)
- [Equality information and objectives](#)
- [Accessibility Plan](#)
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## Membership 5

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| <b>These terms of reference agreed by the Governing Body</b> | 14/09/2019 |
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| Name of Governor            | Date Appointed to the Committee |
|-----------------------------|---------------------------------|
| Emily Bartram(Head Teacher) | 20/09/2021                      |
| Sarah Abbott                | 29/01/2025                      |
| Jane Richardson             | 20/09/2021                      |
| Gemma Griffiths             | 07/10/2026                      |
| Lois Rooney                 | 14/09/2022                      |
| Annika Fox                  | 18/12/2023                      |
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| <b>Chair of the Committee</b> | Jane Richardson |
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| <b>Clerk to the Committee</b> | Sarah McSweeney |
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| <b>Quorum (minimum of 3, committee can determine higher number)</b> | 3 |
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| <b>Date Committee established</b> | 19/09/2012 |
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| <b>Date of next review:</b> | 01/10/2026 |
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