

## **Teaching, Learning and Community Links Committee**

(includes public relations, publicity and marketing)

### **Composition**

A minimum of three members of the Governing Body.

The Governing Body must determine the membership and proceedings of any committee.

The Governing Body must also review the establishment, terms of reference, constitution and membership of any committee annually. The membership of any committee of any committee may include associate members, provided that a majority of members of the committee are governors. Each committee must have a Chair, who is either appointed by the Governing Body or elected by the committee. The Governing Body may remove the Chair of the committee from office at any time.

### **Quorum**

The quorum for a meeting of the committee shall not be less than three members of the Governing body.

### **Terms of reference – teaching and learning**

1. to review the school's teaching and learning and curriculum-related policies in line with the agreed cycle and make recommendations to the Governing Body for change.
2. To plan, monitor and review the academic and pastoral arrangements of the school in order to ensure that the school maintains and delivers a broad and balanced curriculum in keeping with the aims of the school.
3. To monitor the provision of the National Curriculum and its assessment procedures in line with the legal framework.
4. To ensure that the school leadership has appropriate systems for monitoring and evaluating the quality of teaching and learning in the school.
5. To agree priorities for curriculum development and teaching and learning through critical discussion of SE (self evaluation) in collaboration with Head and staff. To ensure governors have an

awareness of the barriers to learning specific to the school, eg: attendance, behaviour etc.

6. To receive reports on and critically discuss the effectiveness of all the school's teaching and learning and curriculum policies, taking account of statutory guidance where appropriate; this will include the impact of the Pupil Premium and Year 7 catch-up. To make representations to the full Governing Body for changes as necessary, including:
  - The provision for collective worship and RE in line with the locally agreed syllabus
  - The school's policy on sex education
  - The school's policy on charging and remissions
  - The school's policy on special educational needs; and
  - The school's policy for PSHE and Citizenship
7. To ensure governors have a clear understanding of the school's performance data and an accurate view of how well pupils and groups of pupils are achieving compared to those in other similar schools and nationally.
8. To ensure pupils are making appropriate progress towards targets. This may include discussion of performance data including RAISEonline, LA databook and the school's own tracking data.
9. To consult with and provide information to parents and the wider community on matters relating to teaching and learning and the curriculum.
10. To ensure all pupils particularly, those in vulnerable groups (SEND (special educational needs and disability), CIC ( children in care), and those in receipt of FSM (free school meals), etc) make good progress in relation to individual needs and abilities through flexible and effective use of the resources available to the school. Expectations for learning for groups of pupils are high and pupils participate fully in all aspects of school life.
11. To consider and give advice on any matter involving the curriculum referred to it by the Governing Body.

## **Delegated Functions Overview**

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- Functions relating to the alteration, discontinuance or change of category of maintained schools
- Functions relating to the approval of the first formal budget plan of the financial year
- Functions relating to the school discipline policies
- Functions relating to the exclusions of pupils (except in an emergency when the Chair has the powers to exercise these functions)
- Functions relating to admissions.

### **Terms of reference- public relations, publicity and marketing**

- To assist Headteacher in promoting good relationships and communication with parents and the community
- To assist the Headteacher in recruiting the support and involvement of the local media, local business and industry.
- To assist the Headteacher in preparing the school prospectus and the home-school agreement for approval by the Governing Body.

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- Functions relating to admissions.

The Governing Body cannot delegate any functions relating to: the constitution of the Governing Body (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

## **Appointment of Chair and Clerk**

The appointment of the non-employee Chair of the committee and the Clerk shall be determined by the Full Governing Body or elected by the committee and should be reviewed at the first meeting of the school year

## **Minutes**

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body.

## **Convening Meetings**

A meeting shall be convened at the request of the Chair, the Headteacher or any two of the committee members. Every member of the committee and the Headteacher shall be given at least seven days clear notice of the committee meeting.

September 2023	Amended Terms of Reference Complied and Approved by FGB and Headteacher
September 2024	Approved by FGB
September 2025	

