



Walter Infant School and Nursery

Teaching and Learning Committee Terms of Reference

DOCUMENT HISTORY

Version	Action	By	Date
1.0	Approved	Full Governing Body	2 July 2020

Next Review Date: September 2021

1 Purpose

The Teaching and Learning Committee (T&LC) has the principle focus to ensuring the children in the school have the best education possible. To achieve this, the T&LC has the following core strategic functions:

The Full Governing Body (FGB) will ensure review and evaluation of the curriculum policies. The FGB will ensure all statutory obligations, including the National Curriculum and the Early Years Foundation Stage Curriculum are met. The Teaching and Learning Committee (T&LC) Chair, in consultation with the Headteacher, shall advise the FGB on all curriculum matters.

Terms of Reference: The function and key responsibilities of the Teaching and Learning Committee

- To keep a watching brief of Our Big Curriculum ensuring that the values and ethos of the school are put into practice
- To keep a watching brief and report back to the FGB, ensuring the National Curriculum is being delivered in Walter Infant School and Nursery as well as the Early Years Foundation Stage Curriculum, The Religious Education Expectations from the Wokingham Borough Council Standing Advisory Council on Religious Education and Relationships and Sex Education (SRE) including Health Education.
- To facilitate review of all curricular policies and make recommendations to the FGB as appropriate:
 - Curriculum Policy
 - Data, Assessment and Monitoring Policy
 - Early Years Foundation Stage Policy
 - Computing Policy
 - English Policy
 - Mathematics Policy
 - Physical Education Policy
 - Personal, Sex and Relationships, Health Education (PRSHE) Policy
- To support effective teaching and learning, to promote raising standards, reviewing progress against end of year targets (for all year groups) and evaluating action plans
- To ensure that individual pupil progress tracking is in place and used to evaluate the effectiveness of provision across the ability range including Special Educational Needs and Disability (SEND) and Greater Depth (GD)
- To evaluate school performance through analysis of results in all year groups
- With support from the Headteacher, use the depth of understanding in the full curriculum in order to monitor and support curriculum development
- To contribute to the direction and review of the annual School Development Plan (SDP) and the Self-Evaluation Form (SEF) that refer to curriculum matters
- Along with the FGB, monitor the impact of Pupil Premium Funding on pupil achievement
- To recommend to the Finance Committee the budget required to maintain the resources needed to deliver the curriculum
- To invite subject leaders to present to the T&LC; sharing impact of the subject policy

2 Membership of the Governing Body (as per the Instrument of Government)

The Governing Body will ensure it has sufficient governors to undertake its duties effectively and in accordance with the Guide to the Law for Governing Bodies.

The Teaching and Learning Committee consists of:

- The Headteacher
- The Deputy Headteacher
- At least 3 other governors

Quorum: A meeting will only take place with 3 or more governors present. The committee will not meet without the Headteacher being present

3 Election of Chair for the Teaching and Learning Committee

The Chair will be elected for one year at a time. Candidates may self-nominate at any time in advance of a vote. Candidates will be able to make a personal statement to the meeting before the vote if they wish.

The Clerk will take the Chair for the election of the Chair. Where an election is contested, voting will be by secret ballot with the candidate receiving the largest number of votes being elected.

4 Meetings

An annual calendar of dates for committee meetings will be set and published.

The Governing Body will hold the minimum number of meetings necessary to ensure the strategic business of the school is properly addressed.

Method of Working

- The T&LC will meet at least once a term in phase with the FGB
- The agenda will be distributed to all committee members at least 1 week before the meeting
- Minutes to be taken and circulated to members of the T&LC and tabled at the next FGB meeting
- Any Other Business (AOB) to be included on agendas and all items to be submitted to the chair at least 24 hours in advance of the meeting

Minutes of all committee meetings shall be received and noted at the next FGB meeting, if possible.

Judy Wheeler

Headteacher: Walter Infant School and Nursery