

QUALITY OF EDUCATION COMMITTEE TERMS OF REFERENCE



AIMS

1. To assist in providing the best possible provision and learning opportunities for all pupils within the resources available
2. To monitor standards ensuring progress and attainment – checking that they are in line or above expectations
3. To review the Strategic Plan and School Improvement Plan (SIP) and consider future priorities, according to the school's strengths and weaknesses
4. To monitor the school's SEF as appropriate throughout the year and check that it matches the SIP priorities
5. To discuss key issues which need to be addressed before the next full Governing Board meeting.

Membership

- 1
 - All Governors are members of the Quality of Education Committee
 - The Governing Board shall determine and review annually at its first meeting of the year, the establishment, terms of reference, constitution and membership of the committee

Chairing

- 2

A Chair will be elected annually. In the event of their absence the meeting will be chaired by another member of the Governing Board.

The External Advisor to the Governors will chair the meeting. The Chair of Governors will chair meetings in the absence of the External Advisor.

Meetings

- 3
 - The committee will meet on a termly basis. Minutes to be circulated to full GB.
 - Dates for meetings will be set at the beginning of the school year as part of the full Governing Board and committee meetings
 - The agenda for each meeting will be compiled by the External Advisor working with the Headteacher and Chair of Governors
 - The Associate member will not be able to participate in any votes which are called.

Clerking

- 4
 - The Governing Board shall appoint a clerk to the committee. This cannot be the HT.

Quorum

- 5
 - The committee must be quorate with 50% [6 Governors] being present in the case of a vote being made
 - The committee will not meet without the HT unless a substitute is nominated by the HT

Terms of Reference

6.
 - To attend 3 full Governing Board meetings/year and 3 Quality of Education meetings/year
 - Know how to support the school and provide constructive challenge
 - Know the school's Strategic Plan and SIP – as a working document – what the priorities are and progress throughout the year towards achieving these priorities
 - To focus on a specific area - as required by the school
 - Have a working knowledge of the school's curriculum and monitor that it is in line with statutory requirements
 - To monitor standards – ensuring progress and attainment are in line with National Standards eg know attainment and trends and the school's position – nationally and with similar schools
 - The terms of Reference will be reviewed annually in the Autumn Term with recommendations for change being submitted to the whole Governing Board.