



LADBROOKE JMI SCHOOL

## School Improvement Committee Terms of Reference

### Key Roles of the Governing Body

1. Ensuring clarity of vision, ethos and strategic direction;
  2. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
  3. Overseeing the financial performance of the school and making sure its money is well spent.
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### GENERAL

#### 1. Purpose and Functions

The purpose of Committees is to enable the Governing Body to effectively fulfil its three key roles in a time-efficient way.

The Committee will consider matters as set out in their terms of reference or as requested by the Governing Body, taking advice as appropriate.

The Committee will recommend the powers that should be delegated to it by the Governing Body. The Governing Body will need to modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for the Committee.

#### 2. Membership and Chair of this Committee

The Committee will consist of a minimum of five Governors including the Chair of Governors and Headteacher, who are ex officio members.

All Committees are required by the regulations to have a clerk appointed by the Governing Body.

Committees may invite non-Governors to attend but in a non-voting capacity.

Annually the Committee will elect a Chair from among the Governors on the Committee. In the absence of the Chair at a meeting the Committee will elect any member to act as Chair for that meeting.

#### 3. Voting and Quorum

Only governor Committee members and appointed Associate Members (excluding under 18's) can vote. No vote may be taken at any meeting where Associate Members outnumber Governors. The Chair does not have a casting vote.

The Committee quorum is four or one-half of the membership (whichever is greater).

#### **4. Minutes and Meetings**

Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the Governing Body a clear proposal or alternatives to debate and decide upon.

The minutes represent a record of Governors' deliberations and decisions, and, as such, may be reviewed by others (e.g. inspectors or auditors) as a means of determining how Governors have undertaken their role in scrutinising matters and reaching decisions. While the minutes need not be a verbatim account of discussions, or necessarily attribute views expressed, or issues raised, to individual Governors, if they do not adequately record a sense of the Governors' deliberations and scrutiny of matters considered, then they will not necessarily serve as a record of Governors' input to the management of the school.

Minutes will be circulated to all members of the Committee and the Chairs of other Committees as soon as possible after the meeting, and to all Governors with the agenda of the next Governing Body meeting.

Any decisions which require a spending commitment over and above agreed budget provision must be referred to the Resources Committee. The Chair should also check before committing expenditure to ensure that there has been no change in the financial position.

#### **5. Procedures and Training**

The membership of the Committee will be determined at the first meeting of the Governing Body in the autumn term. Casual vacancies will be filled at the first available Governors' meeting. The terms of reference of the Committee will be reviewed annually.

The normal procedures and regulations of the full Governing Body will also apply to this Committee.

Members of the Committee should take steps to maintain and develop their knowledge and skills by attending appropriate training.

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#### ***FUNCTION OF COMMITTEE***

1. To advise the Governing Body on the school's Curriculum Policy and its statutory obligations regarding the curriculum.
2. With the assistance of staff, to monitor and evaluate the delivery of the curriculum, specifically the impact of actions taken to implement the SIP.
3. After consultation with the Headteacher and staff, to identify priorities for the School Improvement Plan and to consider the draft plan for discussion and approval by the Governing Body.
4. To monitor, at least once a term, progress in implementing the School Improvement Plan.
5. To review, approve and monitor the implementation of policies for curriculum areas, special educational needs, collective worship, race equality and pupil behaviour/discipline.
6. In conjunction with the Headteacher, to agree statutory targets for pupil attainment.
7. At least annually, to receive a report from the Headteacher on the quality of teaching and the standards of pupil achievement, and to identify any necessary Governing Body actions.

8. To ensure that the educational, spiritual, moral, social and cultural needs of all children, and especially those pupils who are disadvantaged or have a special education or medical need, are met.
9. To review, after consultation with the Headteacher and staff, the school's policies on pupil welfare, homework and the dress and appearance of pupils, and make any recommendations.
10. To review and monitor the policy on charging and remissions and the conduct of school journeys and visits and other off-site pupil activity.
11. To review policies delegated to it by the Governing Body, and to report recommendations at the next full Governing Body meeting.

**Agreed by the Full Governing Body on 13 September 2018 (Revised 6 December 2018)**