



**Terms of Reference
Standards and Improvement Committee**

Bassingbourn Community Primary School

September 2019

Terms of Reference for the Standards and Improvement Committee Bassingbourn Primary School

1. SCOPE

The governing body shall determine, and review annually at its first meeting of the school year, the establishment, terms of reference, constitutions and membership of the Committee.

2. MEMBERSHIP

- 2.1 The S&I Committee shall consist of a minimum of six governors and the headteacher (or representative).
- 2.2 The committee may appoint in an advisory non-voting capacity such co-opted members as agreed by the governing body.
- 2.3 Other members of the governing body, associate members and individuals invited to attend for a specific contribution may attend meetings of the Committee but are non-voting.

3. QUORUM

- 3.1 The quorum shall be at least three governors and the headteacher.

4. MEETINGS

- 4.1 The Committee shall meet five times a year, or more frequently as may be required, with a schedule of annually set standing items for each agenda.
- 4.2 A full schedule of both Committee and FGB meeting dates will be published by the beginning of each new school year.

5. CHAIRMANSHIP

- 5.1 At the beginning of each school year, a Chair and Minute Taker will be appointed by the Committee.

6. STANDING ORDERS

- 6.1 A written agenda and formal minutes are required for every Committee meeting. Such minutes will be signed off by the Chair as a true and accurate record once they have been agreed by the members of the Committee.
- 6.2 Agendas and papers for each meeting should be available to Committee members seven days prior to the meeting.
- 6.3 Minutes noting decisions taken and points for action will be distributed to Committee members within 14 days, and shall be circulated with the papers of the next full meeting of the governing body.
- 6.4 Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.

7. TERMS OF REFERENCE

The main function of the Standards and Improvement Committee will be to advise and work with the headteacher to promote the best possible educational outcomes for all children at the school within a safe and secure learning environment.

Decisions taken by the Committee will be led by the priorities identified within the school's annual development plan and/or post-Ofsted action plan.

The S&I Committee will have delegated powers from the governing body:

- 7.1 To monitor the attainment and progress of all children in the school through the regular review of performance data, and to review the school's performance against local and national statistics.
- 7.2 To monitor the school's assessment and testing arrangements, and to agree the relevant annual Key Stage targets.
- 7.3 To monitor the progress being made in addressing the priorities of the School Improvement Plan including the measures being taken to improve attainment, progress and the quality of pupils' learning.
- 7.4 To monitor the quality of teaching in the school, and the deployment and impact of teaching assistants.
- 7.5 To consider the reports from School Improvement Advisors and any other reports on the performance of the school.
- 7.6 To consider and advise the governing body on all matters relating to the curriculum, including its design, delivery and resourcing, statutory requirements and the school's Curriculum Policy.
- 7.7 To review all curriculum, learning and equality policies (including sex education, Religious Education and the whole-school daily act of Collective Worship) – see Paragraph 8 below for full list of policies.
- 7.8 To monitor and evaluate arrangements for personal, social, health and citizenship education and the pastoral welfare of all pupils.
- 7.9 To appoint link governors to monitor and report on the school's priorities for improvement, and coordinate governor visits in an annual programme.
- 7.10 To monitor the adequacy and impact of staff training and development, including the overall effectiveness of the school's performance management policy in raising achievement.
- 7.11 To ensure the learning needs of different groups of children are met and that their outcomes are improving, including pupils entitled to free school meals (FSM), pupils who have special educational needs and/or disabilities (SEND) and higher prior-attaining pupils.
- 7.12 To review the impact of all targeted funding to improve achievement, such as pupil premium, service premium, LAC funding and sports funding. To ensure statutory items are reported annually on the school website.

- 7.13 To review attendance data and examine what the school is doing to improve attendance where this is necessary.
- 7.14 To ensure safeguarding in the school is effective.
- 7.15 To ensure that agreed procedures are in place for pupils' educational visits, including the appointment of a named co-ordinator.
- 7.16 To ensure the information on the school website complies with statutory requirements and that appropriate and adequate information is provided to parents through school publications.
- 7.17 To contribute to governing body and school self-review with particular reference to the SEF (Self-evaluation form) and the school's annual improvement plan.
- 7.18 To consider complaints relating to the curriculum and to advise the governing body accordingly.
- 7.19 To approve off-site visits and activities of more than 24 hours
- 7.20 To establish and keep under review an accessibility plan
- 7.21 To ensure all statutory information relating to resources, for example the accessibility plan and arrangements for meeting the needs of children with SEND are published on the school website

8. SPECIFIC POLICIES TO BE REVIEWED BY THE STANDARDS AND IMPROVEMENT COMMITTEE

NB While H&S policies will be reviewed by this committee, H&S issues will remain the remit of the R&P Committee

a. Statutory policies

	Statutory policy	Next review date	Review interval
	Accessibility Plan	Spring 2020	3 years
	Behaviour including statement of behaviour principles	Summer 2020	1
	School exclusion	Spring 2020	1
	EYFS	Spring 2021	2
	Safeguarding	Summer/Autumn 2020	Annually
	SEND	Summer 2020	Annually
	SRE	Autumn 2019	2
	Health and safety policies		
	Asbestos/CCC Asbestos	Spring 2021	3
	Freedom of information	Autumn 2023	4
	Health, safety and wellbeing	Spring 2020	1
	Data protection and e-safety (including MIS, Data Retention and Data Breach)	Data Protection and e-safety Autumn 2021	2

		Breach Spring 2020 Retention Spring 2020	
	Pupils with Medical conditions	July 2020	1*
	Children with health needs who cannot attend school	Spring 2020	1
	First aid policy	Autumn 20	1

b. Non-statutory policies*

***It has been agreed by the Committee that non-statutory policies will be reviewed internally by the school staff within a maximum of a three year cycle, and only brought to the Committee for discussion and ratification when significant changes to the policy have been made.**

General policies	Non-statutory policy	Next review date	Chosen review interval
	Anti-bullying policy	Autumn 2020	1
	Art	Autumn 2020	4
	Assessment and feedback	Summer 2020	1
	Attendance	Autumn 2021	2
	Computing	Spring 2020	2
	DT	Spring 2021	3
	Display	Summer 2020	3
	Drugs	Spring 2020	2
	EAL	Autumn 2022	3
	EYFS transition	Autumn 2020	4
	English	Spring 2021	2
	Environmental education	Summer 2021	3
	Equality Objectives	Autumn 2020	1
	Geography	Autumn 2020	3
	G&T	Summer 2020	3
	Governor Visits	Autumn 2021	3
	Handwriting	Spring 2020	3
	Healthy Eating	Spring 2020	3
	History	Spring 2020	2
	Homework	Autumn 2021	2
	Home School Agreement	Autumn 2021	2
	LAC	Autumn 2021	2
	Maths (and calculation)	Summer 2020	2
	MFL	Summer 2021	3
	Monitoring and evaluation	Spring 2020	1
	Multicultural education	Autumn 2022	3
	Music	Summer 2021	3
	Playground agreement	Spring 2021	3
	PSHE	Spring 2020	2
	Prevent	Autumn 2020	1
	PE	Summer 2022	3
	RE	Spring 2021	4
	Reading		
	Science	Spring 2020	2
	Teaching and learning	Autumn 2022	3

Health and safety policies	After school clubs	Spring 2020	2
	Bus protocol	Autumn 2021	2
	Critical incident planning	Autumn 2021	2
	Educational visits policy	Spring 2021	3
	First aid policy	Spring 2020	2
	Intimate Care policy	Autumn 2021	2
	Keeping and managing CP records	Autumn 2020	2
	Manual lifting	Spring 2020	3
	Physical intervention	Autumn 2020	1
	Privacy Notice Governors	Autumn 2020	1
	Privacy Notice Parents	Autumn 2020	1
	Privacy Notice Staff	Autumn 2020	1
	Protocol for children not collected	Autumn 2021	2
	School travel policy	Spring 2019	2
	Smoke free policy	Spring 2020	3
	Sunsafer schools	Spring 2020	3
	Use of photography/images	Spring 2020	2
Working alone	Spring 2020	2	

9. DECLARATION OF INTERESTS

9.1 Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

The full governing body agreed these terms of reference on:

Signature

Date