



HARTSFIELD JMI SCHOOL

SCHOOL IMPROVEMENT COMMITTEE 2018 - 2019

TERMS OF REFERENCE

The committee will consist of not more than eight members of the Governing Body and the Headteacher.

The committee may if they so wish, propose suitable persons from the Governing Body or others, to be co-opted to the Committee as non-voting members to provide additional expertise.

At the first meeting in the academic year, the committee will elect a Chairman for the current year.

In the event of the Chairman being absent, an alternative member of the committee will chair for that meeting.

The committee shall not be quorate unless 50% of members of the Committee are present. This must include a minimum of two teaching staff members and its quorum must include two Governors not employed at the school.

Minutes of the meetings will be made to record names of those attending, time and place and any decisions, action points or recommendations to the Governing Body made at the meeting. Approved minutes will be circulated to all committee members as soon as possible after the meeting with main points shared with the full governing body at the next full governing body meeting.

The Committee will meet four times a year when considered appropriate and/or necessary.

The Committee members will be appointed/re-appointed on an annual basis, at the last meeting of the Governing Body in the preceding academic year. The terms of reference will be reviewed annually.

The Chairman of the Governing Body has a right to attend all committee meetings.

At the start of all Meetings all members present must declare whether they have any declarations of interest to make.

On behalf of the Governing Body, the committee will have delegated powers to undertake the following duties related to the school curriculum.

1. To advise the Governing Body on the School's Curriculum and its statutory obligations under the National Curriculum.
2. With the assistance of the staff, to provide information about how the Curriculum is taught, evaluated and resourced.
3. To review the policy and provisions for Collective Worship and Religious Education and to make recommendations.

4. To ensure that all Safeguarding policies and procedures are maintained and reviewed in line with National and Local practice guidelines.
5. To review the information about the School Performance required to be published to Governors and Parents.
6. To ensure that the progress of the children with Special Educational Needs is reported.
7. To make recommendations , identify priorities and monitor progress after consultation with the Headteacher and Staff on the School Development Plan.
8. To review and monitor the Schools' Behaviour policy and Exclusions.
9. To review and discuss the schools monitoring systems.
10. To review, after consultation with the Headteacher, the School Curriculum policies including PSHCE (Personal, Social, Health, Citizenship and Emotional.) and review the policy and provision for Sex and Relationship education.
11. To make recommendations as appropriate with regard to the Health and Safety of pupils
12. To review all relevant policies in the light of Equality of Opportunities.
13. To maintain an overview of the schools links, partnerships and relationships within the community

NOTE 1 : Any documents referred to in these terms of reference can be located through the school office.