

STEPPING STONES SCHOOL (01141)

STANDARDS AND EFFECTIVENESS COMMITTEE

TERMS OF REFERENCE

Membership

The sub-committee shall consist of at least 3 members of the full committee.

The sub-committee will elect a chair from within its own membership who should not be the headteacher.

Non-voting participants may be invited to meetings by the sub-committee as and when required. These could include:

- senior leaders
- middle leaders
- special support advisers (if the school is designated as having special support)

The membership of the sub-committee shall be reviewed and determined annually by the full committee.

The full committee will appoint a clerk to the sub-committee, who will not be a member of the committee.

Quorum

The quorum shall be a minimum of 3 members, including the headteacher.

Meetings

The clerk to the sub-committee shall be responsible for convening meetings of the committee. Procedures of any meeting held must be minuted and the minutes presented at the next meeting of the full committee.

The sub-committee shall meet at least once each term and otherwise as required.

Responsibilities

The main function of the committee is to monitor and evaluate the standards and achievement of the school and the quality of education provided.

In particular, the sub-committee will:

1. monitor pupil progress in relation to the targets set and with specific reference to particular groups;
2. monitor the impact of curriculum policies and planning on students' learning;
3. monitor the progress and evaluate the impact of new initiatives across the curriculum;

4. receive regular reports from the headteacher on the quality of teaching and learning and the impact of improvement strategies;
5. monitor and evaluate aspects of the school's provision e.g. pastoral care, guidance and support, leadership and management and Special Educational Needs and Disability (SEND) and inclusion;
6. ensure that the curriculum provided meets the statutory requirements and is broad and balanced;
7. review the aims of the school curriculum in relation to the current statutory requirements, including those for Religious Education, Collective Worship and Sex Education;
8. prepare or review any curriculum policy document which is the responsibility of the full committee;
9. ensure members of the committee have a clear understanding of the vision and aims and strengths and weaknesses of the school so they can actively contribute to the completion of the Self Evaluation Form (SEF), or any other evaluation exercise;
10. ensure that committee members keep themselves informed of the key initiatives and take part in appropriate training and development activities;
11. make recommendations to the full committee on assessment policies, or arrangements;
12. request and receive reports, as and when required, from key members of staff e.g. curriculum leaders and senior leaders;
13. receive reports from the nominated members, as decided by the full committee;
14. receive and review school performance data, if available for PRU's, as necessary;
15. contribute to the preparation of any appropriate policies, action or development plans;
16. review and evaluate the effectiveness of external support and intervention, where appropriate;
17. be mindful of the requirements of the Equality Act 2010

Approved: October 2018

Review date: Autumn term 2019