

## GOVERNORS OF FOREST OAK & MERSTONE FEDERATION

### PERFORMANCE & STANDARDS COMMITTEE TERMS OF REFERENCE

	<b>TERM</b>	<b>CONFIRMATION</b>
1.	Membership: Appointed by the Governing Board	Minutes & Constitution
2.	The membership of a Committee may include Associate Members, provided that a majority of members of the Committee are Governors.	Minutes & Constitution
3.	Quorum: Not be less than three Governors who are members of the Committee. (The Committee can, however, specify a higher limit).	Clerk Minutes of meeting
4.	No vote can be taken unless a majority of those present are Governors as opposed to Associate Members.	Clerk Minutes of meeting
5.	Chair: Annually appointed (usually in the Autumn Term). (The Governing Board will decide whether to appoint the Chair or whether the Committee should do this) In the absence of the Chair, the Committee shall choose an Acting Chair for that meeting from among their number.	Clerk to add to agenda and minutes
6.	Meetings: Termly (or dependent on present circumstances of the school.) Meetings to be called by the Clerk to the Committee after consultation with the Chair of the Committee and the Headteacher	Committee Planner Called by Clerk
7.	<ul style="list-style-type: none"> <li>• To act on behalf of the Governing Board in matters relating to School Improvement /Development Plan</li> <li>• Curriculum</li> <li>• teaching and learning</li> <li>• special educational needs</li> <li>• school matters <input type="checkbox"/> admissions</li> </ul>	Agenda and minutes
8.	To act on behalf of the Governing Board in: Carrying out the Governors' responsibilities in relation to assessment, recording and reporting	Minutes
9.	To consider and make recommendations to the Governing Board on	Agenda and minutes

	School policies on religious education and collective worship, moral social and cultural awareness and behaviour principles.	
10.	To act on behalf of the Governing Board on: Ensuring the needs of SEND pupils are met in accordance with any prescribed Education, Health and Care Plan. Compliance with the SEND Code of Practice and publication of the school's offer on the school website.	Agenda and minutes
11.	To consider and make recommendations to the Governing Board on: The school's policy and practice for Special Educational Needs and Disability.	Agenda and Minutes
12.	<ul style="list-style-type: none"> <li>• Ensuring compliance with Child Protection and safeguarding policies and procedures.</li> <li>• Receiving regular reports on safeguarding arrangements in the school</li> <li>• To consider and make recommendations to the Governing Board on the Child Protection Policy and practice</li> </ul>	Reports Agenda Minutes
13.	Ensuring that looked after children are not disadvantaged by school policies and procedures and receive an annual report on their progress	Policy review by committee
14.	Receiving an annual report on racist incidents in school	Report and Minutes
15.	Monitoring and evaluating the impact of continual professional development on staff performance	Report and Minutes
16.	Approving and reviewing the Complaints Policy	Policy and Minutes
17.	Overseeing arrangements for educational visits	HT Report, Minutes
18.	Ensure the school website complies with statutory requirements	Governor who has responsibility for website audit
19.	Developments around Healthy Schools especially nutritional standards	HT report to Governors and minutes
20.	Developments around Healthy Schools especially nutritional standards	HT Report to Governors and minutes
21.	Policies for improving relationships between	HT to bring to committee

	school and the local wider community	and minutes
22.	Issues relating to admissions, the school day, etc	Agenda and minutes
23.	Appropriate consultation documents	Agenda and Minutes
24.	Any other responsibilities as appropriate and outlined in Governance Handbook	Agenda and Minutes

Considered on 29<sup>th</sup> September 2020

Approved on .....

Signed ..... Chair of Committee