

**St. Catherine's VC C of E Primary School  
Terms of Reference (draft)  
School Improvement Committee**

Date of Approval: Autumn 2023

Date of Review: Autumn 2024

- To consider and advise the governing board on standards and other matters relating to the school's curriculum, including statutory requirements, e.g. Ofsted/SIAMS Inspections and the National Curriculum.
- To monitor the implementation of the annual School Development Plan (SDP) and Governor Development Plan (GDP).
- To monitor the implementation of the annual Self Evaluation Form (SEF)
- To monitor the implementation of the annual SIAMS SEF.
- To monitor and scrutinise data on pupil progress and attainment for all pupils.
- To monitor the impact of the Pupil Premium Grant (PPG) and the Sport Premium Grant (SPG) via interventions
- To oversee arrangements for individual governors to take a leading role in specific areas of provision (link governors), e.g. SEN, Safeguarding, etc and receive updates at governor meetings
- To ensure that the needs of the children with special educational needs are met. Including less able, more able and gifted and talented.
- To review and approve policies, delegated to the School Improvement Committee, in line with 'Policy Schedule'
- To set, in consultation with the Headteacher and staff, statutory targets and to monitor non-statutory targets set by the school
- To provide the Governing Board with information in regard to how the curriculum is taught, evaluated and received.
- To discuss implications of classroom organisation
- To promote a positive whole school approach to pupil welfare
- To review school policies on pastoral care and pupil welfare, dress and appearance of pupils
- To keep under review staff work/life balance, working conditions and well-being including the monitoring of absence
- To monitor the school website for ensuring it meets statutory legislation
- To receive anonymised termly reports from the Performance Review Committee (3 elected members) on the monitoring of teacher performance.
- To receive reports from the Performance Review Committee (3 elected members) on the monitoring of the Headteacher's Performance Management.

**Additional information:**

- Chair to be elected at first committee meeting of academic year.
- Committee will meet at least 3 times per academic year (at least 2 weeks in advance of full governing board meetings – where possible).
- All members of the Committee are entitled to vote. The Chair does not have a casting vote. Non-governors, either co-opted or visiting are not entitled to vote.
- Minutes of meetings will be made to record the names of those attending, time and place, and any decision, action points or recommendations to be made to the Governing Board, clearly indicating decisions or recommendations.
- Minutes will be circulated to all members of the Committee as soon as possible after the meeting and to all governors as part of their agenda papers for Full Governors meetings
- The Chair of committee to keep Chair of Governors fully informed on issues that may arise.

**Quorate** – at least Headteacher and 3 governors

<b>Governor/Associate Member</b>		<b>G/AM</b>
Jo	Devonshire (Interim Headteacher)	G
Peter	Falconbridge (Chair)	G
John	Forrest	G
Cathy	Irons	G
Jelisa	Smith	G
Sarah	Thompson-Storey	G