

## Terms of Reference 2019-20

### Governors' Provision & Progress Sub-Committee

#### Membership:

- The Committee consists of not less than four Governors plus the Headteacher
- SLT representative: Deputy Headteacher: Provision & Progress
- The Sub-Committee may make recommendations to the governing body for the co-option of non-voting members.
- The Headteacher or his representative has full voting rights.
- No member of the school staff can be Chair of the Sub-Committee.

SLT Link: Deputy Headteacher: Provision & Progress

Quorum: Three voting members including the Headteacher or SLT representative.

Meetings: A minimum of five meetings per academic year with at least one meeting per term.

#### Special Considerations

Teacher Governors and Staff Governors may not take part in any discussions or votes where they have a vested interest in any way whatsoever e.g. staffing redundancies.

#### Guiding Principles

The Sub-Committee will apply the following principles when considering the curriculum in order to achieve the aims of the school:

- The curriculum should be broad, balanced, relevant, coherent and differentiated.
- It should promote the spiritual, moral, cultural, social, intellectual and physical development of students.
- It should prepare students for the experience and opportunities of life by developing a wide range of skills and ensuring they acquire the best possible qualifications.
- As far as possible, it should provide continuity of education for students entering school and leaving for further education.
- It should provide appropriate opportunities for all students regardless of race, gender, cultural background or ability.
- It should meet all statutory requirements.

#### Terms of Reference

- To consider any in-year applications for a place at Kingsmead, received when this Sub-Committee is scheduled to meet
- To ensure the curriculum meets with all statutory requirements
- To assist the school in achieving its aim of providing high quality education for all students
- To develop, monitor and evaluate all relevant sections of the School Development Plan as required
- To establish, review and evaluate the curriculum model annually including the options pattern at KS4
- To recommend the staffing requirements of the curriculum and to promote curriculum development within financial limitations
- To establish, review and evaluate the Special Educational Needs policy and procedures, ensuring compliance with statutory requirements
- To establish, review and evaluate procedures and policies for educational visits
- To establish, review and evaluate vocational and career opportunities within the curriculum

- To receive annual updates on curriculum sections of the Strategic Plan and to evaluate the impact through deep review meetings
- Ensure all staff are aware of and abide by Teachers' Standards
- To consider staffing recommendations from SLT and to make recommendations to the governing body annually on the school's staffing structure and the number of staff to be employed in the school after liaising with the Provision & Progress Sub-Committee
- To be fully involved in the recruitment of all staff and to ensure all procedures for the recruitment, selection and appointment of staff meets current legislation
- To review annually and approve as necessary contractual arrangements and job descriptions
- To monitor the programme of staff development and training and ensure that it is meeting the needs of the school and its staff
- To be concerned for the welfare of all staff and to ensure that new staff and Governors receive a comprehensive and systematic induction to the school.
- To establish, monitor and evaluate discipline and grievance procedures
- To receive, monitor and evaluate parental complaints
- To monitor and evaluate the school's procedures for ensuring the quality of work and performance of all staff. This includes monitoring and evaluating the quality of teaching in conjunction with the Provision & Progress Sub-Committee
- To monitor and evaluate the school's procedures for ensuring the quality of teaching and learning
- To monitor and evaluate the School's policies on:
  - Careers
  - Curriculum
  - Departmental Schemes of Work and Handbooks
  - English as an Additional Language (EAL)
  - Examinations
  - External Visits (Trips)
  - Home Learning
  - Initial Teacher Training & GTP
  - Intervention
  - Literacy across the Curriculum
  - Marking & Feedback
  - Numeracy across the Curriculum
  - Provider Access
  - Teaching and Learning

The Sub-Committee is responsible for ensuring all of the above policies are fully implemented when required

- To receive annual updates on the SEF and the Strategic Plan and to evaluate their impact through deep review
- To receive regular updates on the Development Plan, to review the impact and report to the full board meetings
- To receive regular updates from Deputy Headteacher: Provision & Progress