

CALDEW SCHOOL GOVERNING BODY  
**PROGRESS AND STANDARDS COMMITTEE**  
**TERMS OF REFERENCE**

<b>Chair:</b>	Tazeem Abbas
<b>Clerk:</b>	Sarah Connolly
<b>Membership:</b>	Vicki Jackson (Headteacher) Jennie Wilkinson Bryan Craig Tazeem Abbas Louise Atkinson Brendan McArdle Karen Cavanagh Michael Smillie Carrie Wallace
<b>In attendance:</b>	Claire Atkinson (Deputy Headteacher) Allan James (Head of Sixth Form)
<b>Quorum:</b>	3

**Procedures**

Membership is agreed at the first Full Governors' meeting of the school year and a Chairperson elected by the members at the first subsequent Committee meeting.

Agenda items are drawn up by the Clerk/Chair/Headteacher and circulated to members prior to the meeting. If any governors have items they wish to include on the agenda they should contact the Clerk at least one week prior to the meeting.

Minutes will be taken by the Clerk to the Governors and checked by the Chair and Headteacher prior to distribution.

Confidential items will be taken at the end of the meeting and recorded in the Confidential Minute Book.

**Responsibilities (all outcomes recommended to Full Governing Body for approval)**

**Strategic**

- Ensure the school monitors its performance including attainment (pupil results) and achievement (pupil progress).
- Ensure the targeted use of PP funding and to review and monitor the impact on outcomes for students.
- Ensure that Year 7 catch-up premium funding is being spent on improving attainment for eligible students.
- Ensure the school reports to parents on their child's achievements and general progress, including how their child can improve.
- Ensure the school sets challenging yet achievable targets for all students
- Establish and review the following policies/procedures –
  - Teaching & Learning Policy
  - Complaints against Curriculum Procedures
- Ensure that the curriculum taught to all students is broad and balanced
- Ensure only approved external qualifications and syllabuses are offered
- Ensure 16-19 study programmes have been approved by the DfE.

- Ensure work experience and other non-qualification activities are provided in the Sixth Form
- Responsibility for the standards of teaching, learning and assessment in the school.
- Ensure the school promote the cultural development of students through SMSC development including British Values
- Ensure the provision of sex education to all students with regards to statutory guidance.
- Responsibility for ensuring provision of RE is in line with statutory requirements

#### Critical Friend

- To review the Teaching and Learning and Sixth Form SEF
- Monitor improvement in students' achievements at whole school and subject level
- Monitors the progress of disadvantaged students
- Plan, monitor and evaluate curriculum areas of School Improvement Plan
- Monitor and evaluate extra-curricular activities
- Monitor more able and SEND provision
- To ensure the school considers the views of students and involves them in decision making.

#### Specific Tasks

- Monitor school performance in terms of outcomes for students at whole school and subject level
- Hear complaints about curriculum and related procedures
- Consider any disapplication for pupils from aspects of the curriculum (eg Sex & Relationships education)
- Hear appeals about Headteacher's change of the Curriculum for individual pupils

*Sept 2019*