

West Earlham Infant and Nursery School

Terms of Reference.

School Development Committee

1. Membership

- a. The membership of the school Development Committee (the committee) will be three members, subject to annual review by the Governing Body. The Head Teacher will automatically be a member.
- b. The committee can co-opt persons who are not members of the Governing Body to a maximum of 1 member.
- c. Co-opted members of the committee may not vote on a matter
- d. Exclusions from attendance at meetings of the committee will apply in relation to any person employed to work at the school, other than the Head Teacher.

2. Quorum

- a. The quorum will be three members, one of whom must be the Head Teacher

3. Chair

- a. The Committee shall elect a Chair of the Committee annually. (A Governor who is employed at the school cannot be elected as a Chair.)

4. Meetings

- a. The Committee will meet at least termly, prior to the Full Governing Body meeting. Additional meetings will be held as and when required, for example to discuss the School Improvement and Development Plan.
- b. A record will be made of all proceedings at each meeting. Minutes will be circulated to members within ten school days of the meeting (or as agreed) and presented with the agenda for the next Full governing Body meeting
- c. The chair of the Committee will report the work of the Committee to the Full Governing Body.
- d. The Committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate.
- e. Any matters which may be in conflict with the work of another committee must be referred to the Governing Body.

5. Responsibilities

- a. To consider how the school's development priorities fit with the Local Authority Children's and Young Person's Plan and the 'A Good School for Every Norfolk Learner' principles.
- b. To consider how the school's development priorities fit with local context and the school's overall vision.
- c. To consider how national initiatives will support the school's development priorities
- d. To make a recommendation to the Full Governing Body with regard to the School Improvement and Development plan.
- e. To consider and advise the Governing Body on outcomes for children relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy/Statement.
- f. To consider curricular and developmental issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body.
- g. To review such policies as are deemed appropriate as per the Governors Delegation Planner.

- h. To ensure that the school complies with relevant legislation relating to equality and diversity, e.g. Disability, Gender, Community Cohesion.
- i. To review the School Self-Evaluation Form, and ensure that identified priorities inform the School Improvement and Development Plan.
- j. To set attainment targets for the appropriate phases e.g. Early Years & KS1 for the school, and for reducing pupil absence rates.
- k. To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEND, Early Years. To receive regular reports from them and advise the Governing Body as appropriate.
- l. To oversee arrangements for educational visits, and ensure that an Educational Visits coordinator is appointed
- m. To oversee arrangements for reviewing the quality of teaching and learning and assessment.

Terms of Reference Agreed by the School Development Committee of the Governing Body:

Signed..... (Chair of SDC)

Name.....

Date.....