

## 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 at least 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.

#### **2. Quorum**

- a. There must be three members, one of whom must be the Head Teacher to be quorate.

#### **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 deemed appropriate.
- e. Any matters which may be in conflict with the work of another committee must be referred to the Full Governing Body.

#### **5. Responsibilities**

- a. To consider how the school's development priorities fit with the Local Authority and national agenda.
- 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 impact the school's development priorities
- d. To make a recommendation to the Full Governing Body with regard to the School Improvement and Development plan and Whole Team Improvement Plan.
- e. To consider and advise the Full Governing Body on outcomes for children relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy/Statement for each phase within school.
- 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.
- i. To review the School Self-Evaluation framework, and ensure that identified priorities inform the School Improvement and Development Plan.

- j. To monitor progress and attainment across appropriate phases.
- k. To monitor pupil absence rates on a termly basis.
- l. To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEND, Early Years. To receive reports from them and advise the Governing Body as appropriate.
- m. To oversee arrangements for educational visits, and ensure that an Educational Visits coordinator is appointed
- n. To oversee arrangements for reviewing the quality of teaching and learning and assessment.
- o. To advise the Full Governing Body of any concerns in regards to Safeguarding including ensuring compliance.
- p. To have oversight of extended schools provision.
- q. To consider the publication of the Home School Agreement.
- r. To publish and update annually a SEN information report.