

Rushey Mead Primary School  
School Improvement Committee  
Terms of Reference – Academic Year 2022/23

**The main purpose of the School Improvement Committee is to advise the Governing Body on issues relating to school improvement and self-evaluation. The Committee will support and agree improvements in the curriculum to enhance academic performance, and to promote and track their effective implementation. The Committee will report back decisions made to the Full Governing Body.**

**Responsibilities of the School Improvement Committee**

The Committee will advise the Full Governing Body on issues relating to school improvement. The Committee will have nine specific tasks and will make recommendations to the Full Governing Body in relation to statements a), b) and c). The Committee will have responsibility for statement d) onwards.

- a) The aims of the school in connection with the National Curriculum, Sex Education and Religious Education.
- b) The format, content and implementation of the School Strategic Development Plan and Action Plans.
- c) The preparation or review of any curriculum policy documents which are the responsibility of the Governing Body.
- d) Ensure arrangements for EYFS, Key Stage 1 and Key Stage 2 statutory assessments are in place.
- e) The monitoring of statutory assessment outcomes, comparing these to national and local data, and recording the Value Added (VA) achieved by the school.
- f) Setting realistic and challenging targets designed to facilitate continuous improvements in pupil learning and monitor these improvements.
- g) The development and implementation of a programme of Governor visits linked to monitoring and evaluation.
- h) Agreement of the school's self-evaluation prior to an inspection.

**Membership**

A minimum of 3 Governors, including the Headteacher.

The clerk to the committee is Robyn Cooper.

**Quorum**

3 Governors, including the Headteacher.

**Frequency of Meetings**

The School Improvement Committee shall hold a meeting at least once per term, or more frequently as agreed from time to time. The members of the committee will be given at least seven clear days of a meeting. The notice in writing will include a copy of the agenda.

### **Chair of the Committee**

The chair shall be elected annually at the first committee meeting of the new academic year. The chair of the committee must resign office, but may remain on the committee if they subsequently take up employment at the school. No governor should serve more than three consecutive years as chair of the committee, unless otherwise agreed by the Full Governing Body.

### **Reporting Back**

The Committee will report back to the Full Governing Body at each meeting. Minutes of the committee will be circulated to all Governors.

### **Standing Orders**

- The terms of reference outlining the committee's responsibilities and the items for which they have delegated authority to make decisions on behalf of the Full Governing Body will be developed by the committee, but approved by the Full Governing Body.
- These terms of reference and standing orders will be reviewed annually at the first meeting of the academic year.
- No alterations or additions to the terms of reference shall be made, except by the Full Governing Body.
- The agenda for any meeting shall be distributed to the members at least seven clear days prior to the meeting.
- All committee meetings will be minuted and must be signed by the chair at the next committee meeting. They will be circulated to the Full Governing Body.
- Where there is an equality of votes on an issue relating to the delegated responsibilities of the committee, the chair will have the casting vote.



Signed:

Sue Welford, Chair of the School Improvement Committee

Dated: 28/11/2022

Review date: September 2023

Approved by the Governing Body at the Full Governing Body meeting held on 28<sup>th</sup> November, 2022.