

University of Birmingham School				
Teaching and Learning Committee Terms of Reference				
Review Frequency	Annually		Review date	November 2015
Governing Committee Responsible	Teaching and Learning		Next Due	November 2016
Governor Approval (date)	10 December 2015		Website	
Staff Responsible	M Roden		Date Produced	June 2015

Appointment, Procedure and Quorum

1. Up to **four** Governors shall form the Committee and these shall be appointed annually by the Board of Governors at its first normal meeting in each school year. The Committee may also choose to co-opt up to **two** external members, provided that the majority of members are Governors.
2. **The Governing Body shall elect a Chair, or the Committee shall elect its own Chair at the first meeting in each school year**, and he/she shall hold office, provided he/she remains a Governor and member of the Committee until the appointment of his/her successor. No person employed at the School may be the Chair.
3. The Principal shall be ex-officio a Member of the Committee and the Chair of the Board of Governors (if not a member) shall be invited and entitled to attend.
4. Any question coming before the Committee shall be decided by a majority of members present and voting except that, in the case of an equality of votes, the Chairman shall have a casting vote. A vote should only be taken if a majority of members present are Governors.
5. The Committee shall determine its own dates of meetings but meet at least once a term. This does not preclude further special meetings which, with the agreement of the Chairman of the Committee, may be arranged at any time between scheduled meetings. Alternatively, any three members may requisition a meeting.
6. Meetings shall be called by the Clerk to the Governors or his/her representative in writing and/or by email, giving seven clear days' notice and a copy of the agenda of the meeting. Proposals or reports involving questions of substance shall be in writing and circulated with the agenda.
7. Minutes of the meetings shall be kept and, except for Minutes which the Committee determines to be confidential, shall be circulated to the next Meeting of the Governing Body.
8. The quorum for the Committee shall be **three** members of the Committee, of which a majority are Governors.

Terms of Reference

As the body responsible for Teaching and Learning within the School, the Governors recognise that this comprises the whole range of activities and experiences which make up the education of pupils, including attitudes and values which the School encourages and transmits. As such, the curriculum is the pivot, focus, and main means by which the School does its work.

Curriculum

On behalf of the Governing Body, the Teaching and Learning Committee shall:

1. ensure a broad and balanced curriculum is taught to all pupils;
2. establish, implement and review a Curriculum Policy, including a written statement on the aims and objectives of the School's curriculum;

3. decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day);
4. oversee the implementation and development of the School's Character Education and Enrichment programme;
5. prohibit political indoctrination and ensure the balanced treatment of political issues;
6. ensure provision of Religious Education and Collective Worship in line with the school's curriculum plan;
7. recognise representations made to the Committee, as regards the curriculum, by persons connected with the community served by the School;
8. ensure the Governing Body is kept informed of any activities which might contravene the regulations regarding the School.

Assessment and Progress

On behalf of the Governing Body, the Committee shall:

1. set and publish pupil targets for pupil achievement (progress and attainment);
2. monitor the annual performance of the School compared to National Standards and appropriate benchmarked schools;
3. monitor the annual performance of departments compared to National Standards and appropriate benchmarked schools;
4. monitor the annual performance of all teachers compared to National and School Standards.

Other

The Committee:

1. may make recommendations regarding the times of school sessions and the Governors' charging and remission policy. They may not, however, agree any variations or exceptions in these areas;
2. may recommend and, from time to time, review policy regarding leave of absence for pupils within the meaning of the Education (Pupil Registration) Regulations 1995;
3. shall endeavour to ensure, subject to the resources made available, that the Governors are kept well informed about curricular, assessment, examination and related matters;
4. shall review budgets for Teaching and Learning against the School's Development Plan and make recommendations to the Resources Committee.