

## **TEACHING AND LEARNING COMMITTEE TERMS OF REFERENCE**

### **MEMBERSHIP**

The Committee will be made up of at least 3 members of the Management Committee plus the Headteacher or their representative. At least 2 of the Committee members must be non-staff members.

### **QUORUM**

Shall be 3 and the Headteacher or their representative. At least 1 member must not be employed by the college.

### **MEETINGS**

At least once per term and more frequently if required. The meetings will be minuted by the Clerk of the Management Committee, or in his / her absence, by a member of the Committee (not the Chair) if a substitute Clerk is not available.

### **REPORTING**

Copies of all minutes will be sent to the full Management Committee membership via the Clerk to Committee. Chair of the Committee will also provide a short verbal report at the following Management Committee meeting.

### **DELEGATED POWERS**

- To approve policies relevant to this Committee in line with the College Policy Management document.
- To direct reinstatement of excluded pupils (can be delegated to Management Committee Chair / Vice Chair in cases of urgency).
- To review the use of exclusion where a pupil would lose the opportunity to sit a public examination.
- Responsibility for quality of education – the intent, implementation and impact of the curriculum.
- To monitor the effectiveness of Safeguarding Procedures.

### **FUNCTION**

- To ensure that policies for all areas of learning are put into practice, reviewed and revised as necessary, including the suite of Safeguarding policies.
- To monitor the safeguarding provision of partner organisations.
- To ensure that statutory requirements are met for curriculum, pupil welfare and inclusion in relation to SEND; Gifted and Talented; Ethnicity and Safeguarding.
- To ensure the College is meeting its annual College Improvement Plan (CIP) objectives in relation to curriculum and pupils; maintaining or improving curriculum and pupil standards; safeguarding; attendance and behaviour.
- To monitor standards of education - curriculum intent, implementation and impact.
- To monitor pupil attendance, punctuality, progress and outcomes.
- To monitor and review exclusion and pupil behaviour.
- To monitor and review the information related to college performance.
- To monitor quality of education of alternative providers.
- To monitor the impact of support packages delivered including teaching and learning.
- To monitor the effectiveness of transitions for pupils and their families.
- To monitor the use of physical restraint.

### **REVIEW**

Terms of Reference to be reviewed annually and approved by the Management Committee.

**CREATED:** September 2021  
**APPROVED:** Management Committee  
**NEXT REVIEW:** September 2022

Signed.....Suzanne Richards..... Dated .....6 December 2021.....