



## **School Improvement Committee**

### **Terms of Reference 2024/25**

#### **Purpose and Functions**

1. The purpose of the committee is to enable the governing board to effectively fulfil its three key roles in a time-efficient manner.
2. The committee will consider matters as set out in these terms of reference or as requested by the governing board, taking advice as appropriate.
3. The committee will recommend the powers that should be delegated to it by the governing board. The governing board will approve or modify these powers as it sees fit and such delegated powers will then form part of the terms of reference for the committee.

#### **Membership and Chairing**

1. The committee will consist of a minimum of three governors. The Chair of Governors and the Head Teacher will be ex-officio members of the committee.
2. The committee will have a clerk appointed by the governing board.
3. The committee will elect a chair from among the members of the committee. In the absence of the chair at a meeting, the committee will elect any member to act as chair for that meeting.
4. The committee may invite non-governors to attend but in a non-voting capacity.

#### **Voting and Quorums**

1. Only governors and appointed Associate Members (excluding under 18s) can vote.
2. No vote may be taken at any meeting where Associate Members outnumber governors.
3. The committee will determine its own quorum which shall not be less than three governors.

#### **Minutes and Meetings**

1. Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations will be written in such a way as to offer the governing board a clear proposal or alternatives to debate and decide upon.
2. The minutes represent a records of the governors' deliberations and decisions, and, as such, may be reviewed by others (eg. inspectors or auditors) as a means of determining how governors have undertaken their role in scrutinising matters and reaching decisions.



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3. Minutes will be circulated to all members of the committee and the chairs of other committees as soon as possible after the meeting, and to all governors with the agenda of the next governing board meeting.
4. The committee will meet some weeks in advance of each governors' board meeting and at other times as they see fit.

### **Procedures and Training**

1. The membership of the committee will be determined at the first meeting of the governing board in the autumn term. Casual vacancies will be filled at the first available governors' meeting.
2. The terms of reference of the committee will be reviewed annually.
3. The normal procedures and regulations of the governing board will also apply to the committee.
4. Members of the committee will take steps to maintain and develop their knowledge and skills by attending appropriate training.

### **Finance**

1. Any decisions which require a spending commitment over and above agreed budget provision will be referred to the Resources Committee. The chair will also check before committing expenditure to ensure that there has been no change in the financial position.

### **Curriculum and Pupil Achievement**

1. To advise the governing board on the school's curriculum policy and its statutory obligations regarding the curriculum.
2. With the assistance of staff, to monitor and evaluate the delivery of the curriculum, specifically the impact of actions taken to implement the SDP/SIP.
3. To review, approve and monitor the implementation of policies for curriculum areas, special educational needs, collective worship, race equality and pupil behaviour/discipline.
4. To ensure that the needs of pupils with special educational needs are met.



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5. In conjunction with the Headteacher, recommend to the board statutory targets for pupil attainment.
6. At least annually, to receive a report from the Headteacher and staff, to identify priorities for the School Development/Improvement Plan and to consider the draft plan for discussion and approval by the governing board.
7. After consultation with the Headteacher and staff, to identify priorities for the School Development/Improvement Plan and to consider the draft plan for discussion and approval by the governing board.
8. To monitor, at least once a term, progress in implementing the School Development/Improvement Plan.
9. To review, after consultation with the Headteacher and staff, the school's policies on pupil welfare, homework and the dress and appearance of pupils, and make any recommendations.
10. To review and monitor the policy on charging and remissions and the conduct of school journeys and visits and other off-site pupil activity.
11. To reflect upon OfSTED reports and commentary on curriculum.
12. To review policies delegated to it by the governing board, and to report recommendations at the next full governing board meeting.