



Marsh Baldon CE Primary School

The Green, Marsh Baldon

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Performance Committee Terms of Reference 2023-2024

Purpose Statement

1. To review, monitor and evaluate the curriculum, ensuring the school provides a broad and balanced curriculum for the children that is in line with national requirements
2. To monitor and evaluate key strengths and weaknesses of the children's attainment and progress (including that for different groups within the school)
3. To review, monitor, evaluate, and recommend for approval to the full governing body the:
 - School Improvement Plan for areas related to the curriculum, teaching and learning.
 - Targets for school improvement.
 - Self-Evaluation Form for areas related to the curriculum, teaching and learning.

Membership

- Membership is open to any member of the Governing Body but must consist of at least 4 governor members including the Headteacher who is, ex-officio, a member of the committee.
- A quorum will consist of 3 governor members, including the Headteacher (or their designated deputy) but excluding any co-opted non-voting members.
- Other members of the Governing Body may attend any meeting of the committee, but they may not vote.
- The committee may include Associate members provided the majority of members are Governors. Associate members may be given voting rights; to be agreed by FGB annually, however, if acting as Chair this will not include any casting vote.
- The membership of the committee will be reviewed and determined annually by the Governing Body.

Meetings

- The committee will elect a Chair from within its own membership. The Chair will be elected at the first meeting of the academic year, unless decided by the Full Governing Body.
- In the absence of the Chair, the committee shall choose an Acting Chair for that meeting from among their number.
- The Chair shall be responsible for convening meetings of the committee.
- Committee members will agree a Clerk for each meeting. The Clerk may vary from one meeting to another. Any member may clerk the meeting except the Head teacher.
- An agenda and any relevant papers will be circulated to all committee members at least seven days before the meeting date. This timescale may be shortened if the Chair of the Committee decides the issue needs urgent attention.
- Draft minutes of meetings will be circulated within seven days. Minutes to be agreed by all members at the next meeting and signed by the Chair.
- Minutes will be circulated to all Governing Body members at least seven days before the next full Governing Body meeting; minutes will be presented by the Chair or another member in his /her absence.

- Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.
- In carrying out its functions, the Committee will receive information and advice from the Headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.
- The rules for declaration of interest and withdrawal from the meeting are the same as those for Governing Body meetings.

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Terms of Reference

- To agree a Teaching and Learning Policy to be ratified by the Governing Body at the last meeting of the academic year.
- To agree, or recommend, other policies delegated to the committee as per the Statutory [Policy & Document Planner](#).
- To monitor the school's implementation of the National Curriculum and issues related to it, i.e. assessment arrangements and reporting to parents
- To ensure the curriculum has an overall breadth and balance to cater for all children with their wide range of differing needs.
- To make recommendations, implement, monitor and review policies on curriculum related matters including RE, sex education, PSHE and behaviour.
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation. This includes Objectives 1, 2, 3, 5 and 6.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of plans.
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any identified or under-achieving groups, including the more able.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher/SENCO and an annual report from the SEN Governor.
- To ensure the school meets the statutory requirements relating to equality legislation (e.g. race, disability, special needs, gender).
- To develop and review policies and procedures identified within the school's policy review programme relating to learning and teaching and curriculum issues and in accordance with its delegated powers.
- To monitor and evaluate the effectiveness of leadership and management.
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- To identify and celebrate pupil achievements.
- To monitor and evaluate the impact of continuing professional development on improving staff performance.
- To advise the Resources Committee on the relative funding priorities necessary to deliver the curriculum and staff training.

- To agree any specific involvement by individual governors in curriculum areas.
- To agree policy, protocol and timetable for governor visits to the school.
- To establish a procedure for recording and reporting governor visits linked to curriculum areas to the Governing Body.
- To oversee arrangements for educational visits (Oxfordshire County Council guidance) including the appointment of a named coordinator.
- To approve off-site visits and activities of more than 24 hours or those which involve a hazardous pursuit or journey by air or sea
- To plan and coordinate strategies to collect and consider the views of pupils, parents and other stakeholders and to report these to the Governing Body
- To review the Home School Agreement and amend it as necessary

A handwritten signature in black ink, reading "Thomas James." with a horizontal line underneath.

Signed:

Chair of Governors