

## **TERMS OF REFERENCE FOR THE PUPIL STANDARDS AND DEVELOPMENT COMMITTEE**

### **Membership**

- The committee shall consist of no fewer than 8 members of the Governing Body.
- The Headteacher shall be an *ex-officio* member of the committee *except* when members of the committee meet to review exclusions (see below).
- An Exclusion Review Panel shall consist of a minimum of 3 governors.
- The committee (except when meeting as Exclusion Review Panel) shall have such co-opted, non-voting members as the Governing Body shall appoint. The committee may make recommendations for such appointments.
- The membership of the committee shall be reviewed and determined annually by the Governing Body.

### **Quorum**

The quorum for the Pupil Development Committee shall be a minimum of 4 governors, including the Headteacher, but excluding any co-opted/associate members.

### **Meetings**

- The clerk to the committee shall be responsible for convening meetings. Procedures of any meetings must be minuted and presented to the next meeting of the Governing Body.
- The committee shall meet at least once a term, and otherwise as required.
- Meetings to consider exclusions shall be held as and when necessary, within the prescribed timescale.

### **Responsibilities**

#### **Pupil Standards**

1. To advise the Governing Body on matters relating to the curriculum, learning and teaching, including the statutory requirements relating to the National Curriculum and the impact of the school's curriculum policies and their implementation on pupils' learning and progress.
2. To receive and critically review school performance data, including the school's own as well as that provided by the Ofsted Data Dashboard, RAISEonline and the Fischer Family Trust.
3. To review policy and provision for collective worship, Religious Education and Sex and Relationships Education.
4. With the assistance of staff, to provide information about how, and how effectively, the curriculum is taught, monitored and evaluated.
5. To review, with the assistance of staff, pupils' attainment and progress.

6. To ensure that the requirements for and needs of pupils are met in line with the Single Equalities Policy.
7. To review the School Prospectus and the School Profile that governors must provide annually for parents/carers.
8. To contribute towards the School Improvement Plan.

### **Pupil Development**

1. Support good attendance and monitor related procedures by:
  - receiving and considering termly and annual reports on attendance data;
  - receiving and considering termly and annual reports on particular pupils whose absence gives cause for concern, and taking action as appropriate;
  - monitoring the effectiveness of Fixed Penalty Notices;
  - ensuring that the school has policies about pupils' leave of absence and monitoring their effectiveness;
  - ensuring the provision of absence data for the Secretary of State as required by the 2006 Education Act (Section 538);
  - reporting to the full Governing Body on attendance, making recommendations as and when appropriate.
2. Ensure that admissions and attendance registers are properly kept and make such records available, as required, to school inspectors and authorised LA personnel.
3. Contribute to, and from time to time review, the governors' written statement of principles for guiding the Headteacher in determining the measures that make up the school's behaviour policy, making recommendations, as appropriate, to the Governing Body.
4. Receive and consider regular reports from the Deputy Headteacher on pupil behaviour and related matters.
5. Monitor the application and impact of any requirement for pupils to attend provision outside school premises to improve their behaviour.
6. Monitor and evaluate the impact of the school's pastoral care, guidance and support and policy and practice in SEN and inclusion.
7. Monitor and evaluate the impact of the school's approach to provision and support in term of pupils' spiritual, moral, social and cultural development.
8. Contribute to the review of the anti-bullying policy.
9. Contribute to the governors' overall responsibility for the health and safety of the pupils, ensuring compliance with LA directions and that the school has policies and procedures that comply with the Secretary of State's guidance.
10. Receive and consider regular reports from the Deputy Headteacher on matters relating to the health, safety and personal development of the pupils.
11. To contribute towards the School Improvement Plan.

## **Exclusions**

Review all permanent exclusions, fixed-term exclusions converted to permanent exclusion and all fixed-term exclusions totalling more than 15 school days in any one term, according to the prescribed procedures:

- hear the case, see all relevant documents and allow representation to be made by the parents/carers concerned;
- consider and decide whether to confirm the exclusion, or direct the reinstatement of the pupil, as appropriate to the particular case;
- inform the parents, the Headteacher and the LA of the decision.