



## **Queen's Hill School Development Committee**

### **Terms of Reference**

**Overall Responsibility:** *To take a strategic role in ensuring that the school provides high quality teaching and learning which leads to the highest possible levels of attainment and progress for all pupils*

A minimum of 3 full governors must attend each meeting in order to be Quorate

Meetings will be held 6 times a year. Dates for the following academic year will be determined at the summer term meeting of the Full Governing Body. A reminder will be sent to Governors at least one week in advance of the meeting, by the notification of an agenda and related papers on Gov hub.

### **Areas of Responsibility of the school development Committee**

#### **Standards**

1. *To ensure that strategies are in place to raise achievement for all pupils*

- a) To understand the performance data for the school
- b) Agree targets (statutory and non-statutory) for attainment & progress in consultation with the head teacher
- c) Consider the school's analysis of all pupils' achievement during the year by monitoring the progress towards these targets especially for any underperforming groups:
  - SEND pupils
  - Ethnic Minority pupils
  - EAL pupils
  - FSM pupils
  - LAC
  - Boy/girls
  - HAP
  - Any other vulnerable or previously underperforming group
- d) Explore differences in outcomes between different subjects
- e) Agree further strategies for improvement in consultation with the Headteacher to incorporate in the SDP
- f) To undertake monitoring visits to the school and record appropriately
- g) Monitoring and assessment of the following policies:
  - Calculation Policy
  - English Policy
  - Maths Policy
  - PE Policy
  - Anti-bullying Policy
  - Behaviour Policy
  - Safeguarding Policy and Code of Conduct
  - Marking and Feedback Policy

- Attendance Policy
- Sports and Pupil Premium Policy
- Special Educational Needs and Disability Policy and Information sheet
- General Curriculum Policies

## **2. Teaching & Learning**

*To ensure there is high quality teaching & learning across all year groups*

- a) Monitor that there is reliable assessment and high-quality tracking information for all learners to support learning
- b) Monitoring tracking and progress reports on teaching, learning and progress on all year groups through termly summary reports

## **3. Curriculum**

*To monitor and review academic and pastoral arrangements to ensure the school delivers a broad and balanced curriculum in keeping with the ethos of the school and the requirements of the National Curriculum*

- a) Monitor progress against the curriculum and targets of the School Development Plan and action plans
- b) Support headteacher to deal with parental complaints regarding the teaching within the national curriculum
- c) Ask Headteacher to demonstrate that the school is meeting statutory requirements on a broad and balanced progressive curriculum
- d) Review the curriculum and intervention programme for SEN; EAL; HAP and any other underperforming groups
- e) To plan and evaluate Governor Activity Day to take place in annually in March

## **Reporting**

The committee shall report to the Full Governing Body each half term. All minutes, with the exception of confidential minutes, will be distributed to all governors within the term.

## **Governor Development**

The committee will regularly review their competence and experience and instigate any training and development which is considered beneficial.

## **Review**

The Terms of Reference will be reviewed annually.

**Signed by the chair of the SD committee:**

**Date: 23<sup>rd</sup> September 2021**