

Woodlands Academy Governing Body

Teaching, Learning, Safeguarding & Health, Safety, Premises Committee

This committee was formed at a meeting of the Full Governing Body (14th September 2022) by amalgamating the Teaching, Learning & Safeguarding (TLS) committee and the Health, Safety & Premises (HSP) committee. It was agreed that the terms of reference for each committee would be combined to produce this single document. Where other documentation within the Governing Body refers to responsibility sitting with either TLS or HSP as a separate entity, it is this new committee that will be responsible.

Terms of Reference

1. Membership and Quorum

Membership will consist of a minimum of three governors appointed by the full governing board.

The membership may include persons who are not members of the Governing Body provided that a majority of members shall be governors. Any appointments of non-governors to the committees must be referred to and approved by the Full Governing Body (FGB), who shall determine whether such persons shall be entitled to vote in any proceedings of the committee.

Quorum: 3 governors who are members of the committee.

2. Conduct of Meetings

See Standing Orders of the Full Governing Body

(Agendas will include suggested timings for discussion as agreed by the Chair)

3. Responsibilities

Chair

- To present to the FGB an annual written report on the activities of the committee at the last FGB meeting of the academic year

Committee

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School/Academy Vision and the Improvement Plan.
- To keep under review all policies identified in the Policy List as being assigned to this committee and to:-
 - Approve those fully delegated to the committee
 - Recommend to the FGB for approval those where the committee oversight is required

4. Curriculum planning and delivery

- To review, monitor and evaluate the curriculum offer to ensure that it:
 - is broad and balanced,
 - meets all statutory requirements,
 - meets the learning needs of our students, and
 - prepares them for future education and careers.
- To develop and review all policies, statutory or otherwise, relating to curriculum delivery.
- To advise the Finance, Audit & Risk (FAR) Committee on the relative funding priorities necessary to deliver the curriculum.

5. Evaluation of teaching and learning

5.1 Teaching

- To monitor and evaluate the effectiveness of leadership and management.
- To monitor and evaluate the quality of teaching and its impact on pupil progress and standards of achievement.
- To monitor and evaluate the Performance Management Policy and ensure that it is operating effectively.
- To monitor and evaluate the impact of continuing professional development on improving staff performance. General
- To review and recommend for approval to the full governing body such parts of the following documents as fall within the remit of this Committee:
 - The Self-evaluation Form.
 - The Academy Improvement Plan.
 - Other targets for academy improvement
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To consider recommendations from external reviews of the school (e.g. Ofsted or other school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.

5.2 Learning

- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.
- To monitor and evaluate the Assessment Policy and ensure that it is operating effectively.

6. Special Education Needs and Disabilities

- To review, monitor and evaluate the academy's policies and procedures for meeting the individual special needs of all students, as laid out in the Code of Practice.
- To monitor and evaluate provision for all groups of vulnerable students (e.g. looked after children, those on Pupil Premium) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To ensure that all students have equal opportunities.

7. Safeguarding and pastoral care

- To monitor and review systems and procedures for the safeguarding of all students across the school including those on the Child Protection Register, Looked After children and those at risk.
- To monitor pupil behaviour, the operation of the academy's behaviour policy and the system of rewards and sanctions.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.

8. Engagement and Communication

- Review parental engagement in the school and parental views through annual questionnaires and Parent Council.
- Review student engagement in the school and student views through the Student Council
- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements

9. Health and Safety

- Institute and maintain a Health & Safety Policy and ensure that all employees are advised of it.
- Monitor accidents and incidents within the School, including “near misses”, confirming that appropriate reports are made and remedial action is taken in as necessary.
- Confirm that an assessment of need for qualified first aid has been undertaken and that the level of provision has been set accordingly.
- Ensure that the School discharges its duty to:
 - assess the risks of all activities, both in school and off-site
 - Take measures to manage those risks, and
 - tell employees about the measures

10. Premises

- To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including overseeing the preparation and review of:
 - A masterplan for development of the estate
 - Condition surveys and maintenance plans as required
 - An accessibility Plan
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To create a project committee where necessary to oversee any major developments.