

## **EDUCATIONAL EFFECTIVENESS COMMITTEE TERMS OF REFERENCE**

### **General statement of purpose**

To ensure that the head teacher performs his responsibilities for the educational performance of the school.

This will include:

- holding the leadership team to account for the standards achieved by all pupils in the school including: pupil attainment and progress, closing the gap for under-achieving groups and pupil behaviour and safety.
- holding the school leadership to account for improving the quality of teaching as an essential route to improving standards.

### **Membership and organisation**

- Membership of the committee will be no fewer than 3 governors, plus the Headteacher.
- The quorum for each meeting shall be 3 governors.
- The committee is to meet after each data collection cycle (four times per year) and otherwise as required, using the terms of reference as a guide to agenda setting.
- All committee meetings must be minuted.
- The committee chair will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.
- The committee is to report to each meeting of the full governing body. The minutes must be circulated with the agenda of the next full governing body meeting.
- The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation.

### **Responsibilities and duties**

- monitoring and evaluating rates of progress and standards of achievement by pupils, including any underachieving groups
- ensuring that the curriculum is balanced, broadly based, meets the needs of all pupils and complies with statutory requirements
- setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation
- developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers

To accept full delegated responsibilities for the discharge of the following duties:

- Regularly Monitor and evaluate:
  - the effectiveness of leadership and management
  - the impact of quality of teaching on rates of pupil progress and standards of achievement
  - the impact of continuing professional development on improving staff performance
  - the effectiveness of provision for children with special educational needs
  - the quality of the curriculum in securing high standards of achievement the impact of any actions or interventions taken to address differential standards of achievement or rates of progress within groups of pupils (eg SEN, gender, PPM, BME, EAL, looked after children etc)
  
- Identify and celebrate pupil achievements

**To provide guidance to the full governing body for the following, which cannot be delegated:**

- Setting realistic and sufficiently challenging statutory end of key stage targets
- The school's curriculum statement
- Approval of school policies on sex and relationships education and religious education

**In addition the Committee will:**

- Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the governing body.
- Contribute to governing body and school self review
- Plan, monitor and evaluate appropriate sections of the school Raising Achievement Plan
- Prepare for the governing body any appropriate report to parents (or others) on matters relating to the work of the Committee.

**The full governing body agreed these terms of reference in November 2019**

**Next review due: October 2020**