



THE GOVERNING BODY OF THE EMMBROOK SCHOOL

TEACHING, LEARNING AND STAFFING COMMITTEE TERMS OF REFERENCE

Membership: The membership of the Committee will be decided by the Governing Body. A deputy Headteacher will be an ex officio member. Non-voting members will be co-opted by the Committee as required. The Committee will elect the Chair at their first meeting of the academic year.

Any member of staff (other than the Headteacher and the senior leadership team representative) invited to attend all or part of a meeting must leave before matters concerning individual members of staff are discussed. The senior leadership team representative must leave before matters concerning them are discussed.

Quorum: The quorum will be three voting members.

Meetings: Meetings will be held as required but not less than once a term.

Function: The main function of the Committee is to advise the Governing Body on the curriculum, assessment and staffing matters; to monitor student outcomes and the quality of teaching, learning and assessment; and support the School leadership team in delivering the strategy.

Specific responsibilities:

Teaching & Learning:

- Review and monitor the curricular and teaching and learning aims of the School in line with the School Development Plan through agreed metrics and KPIs and the legislative framework.
- Make recommendations to the full Governing Body on curriculum and assessment policies and arrangements, and target setting.
- Review curriculum policy documents and monitoring their implementation.
- Review the methods of recording, reporting and assessing the attainments, achievements and progress of students.
- Review opportunities for off-site and enriching activities.

Staffing:

- In conjunction with the Headteacher and in the context of the prevailing financial environment, review the provision and structure of staffing to deliver the curriculum and to support learning and attainment throughout the School.



- Review and ratify policies and procedures that affect the recruitment, retention, pay and capability of staff.
- Assist with the appointment of senior staff and any other staff as the Committee deems important or as requested by the Headteacher.
- Review and agree the School's pay and appraisal policies, which will include Terms of Reference for a Pay Committee.
- Convene the Pay Committee, including the provision of members from the Committee and such other members of the full Governing Body as the Committee may, in each case, nominate, to approve annual pay reviews for staff on behalf of the full Governing Body.
- Ensure that all staff have access to approved professional development training programmes.
- Ensure that the School has up-to-date and progressive policies to ensure transparent equal opportunities and accessibility.
- Monitor staff wellbeing by considering work/life balance issues, levels of sickness/absence etc.
- Establish appropriate procedures and panels to deal with pay award appeals, staff discipline and capability issues, or the management of industrial action.

Review

The Terms of Reference will be reviewed annually in the Autumn Term and endorsed by the Governing Body.

These Terms of Reference were approved by the Teaching, Learning and Staffing Committee on 17 October 2017 and were endorsed by the full Governing Body on 5 December 2017.



Appendix

Policies to be established and reviewed by the Committee

	Name of policy	Date of last review	Notes	Due date of next review
A	Staffing			
1.	Appraisal (Teacher)	17.10.17	No changes required.	Oct 2018
2.	Capability	17.10.17	No changes required.	Oct 2018
3.	Code of Conduct and Personal Behaviour	23.5.17	WBC model adopted.	Mar 2018
5.	Disciplinary	17.10.17	No changes required.	Oct 2018
6.	Equal Opportunities	17.10.17	No changes required.	Oct 2018
7.	Family Care	23.5.17	WBC model adopted.	Mar 2018
8.	Grievance	23.5.17	WBC model adopted.	Mar 2018
9.	Leave of Absence	23.5.17	WBC model adopted.	Mar 2018
10.	Managing Staff Sickness Absence	23.5.17	WBC model adopted.	Mar 2018
11.	Restructuring and Redundancy	23.5.17	WBC model adopted.	Mar 2018
12.	Recruitment	23.5.17	WBC model adopted.	Apr 2018
13.	Retirement	17.10.17	No changes required.	Oct 2018
14.	Shared Parental Leave	23.5.17	WBC model adopted.	Mar 2018
15.	Support Staff Probation	17.10.17	No changes required.	Oct 2018
16.	Smoking	17.10.17	No changes required.	Oct 2018
B	Pay			
1.	Pay	17.10.17	Revisions proposed to FGB.	Oct 2018
C	Teaching and Learning			
1.	Controlled assessment	Sept 2010		
2.	CPD and performance management			
3.	Curriculum	June 2012		
4.	Public examinations/Exam			
5.	Home learning			
6.	Induction and EPD			
7.	Literacy across the curriculum	Feb 2015		
8.	Potential high achievers	Mar 2017		Mar 2018
9.	Religious education	Mar 2012		
10.	Sex and relationship education	Mar 2012		