

## SCHOOL IMPROVEMENT COMMITTEE

### Terms of Reference & Annual Timetable of Business



#### **Composition:**

- Minimum of 3 Governors
- Headteacher

A meeting may only take place with 3 or more Governors present. The committee shall not meet without the Headteacher being present.

Other governors may be co-opted where relevant.

Staff, parents or other relevant individuals may be invited to the meetings, as and when appropriate.

#### **Method of working:**

- Meet at least once a term, after the Headteacher's PAM meetings with teaching staff, in phase with full meetings of the Governing Body and
- Agenda to be distributed to all committee members at least 1 week before the meeting.
- Minutes to be taken & circulated to members of the committee & tabled at the next Full Governing Body meeting
- Any Other Business to be included on agendas and all items to be submitted to the chair at least 24 hours in advance of meetings

#### **Terms of Reference:**

1. Keep a watching brief over curriculum development, the personal and social development of pupils and the Christian ethos of the school, ensuring that vision turns into practice
2. Review and ratify policies delegated in the Policies Matrix
3. Review policies for recommendation to the FGB as delegated in the Policies Matrix
4. Monitor the Curriculum section of the Strategic Development Plan
5. Monitor standards and discuss pupil progress
6. Monitor the CPD of teachers
7. Ensure appropriate enhancement are made to the agreed syllabus of a VA school

**SCHOOL IMPROVEMENT COMMITTEE**  
**Annual Timetable of Business**



**Autumn Term**

- Review Terms of Reference and Annual Timetable of Business
- Review Attendance targets for following year, for approval by FGB
- Early Years & KS1 overview and progress report (previous academic year)
- Set KS1 / KS2 targets, for approval by FGB
- Presentation from focus subject leaders (or alternative)
- Admissions arrangements for following year (statutory), for approval by FGB
- Review school policies in line with the Policy Matrix
- Review the management of safeguarding (Keeping Children Safe in Education)
- Governors' development – key points & actions from training
- Consider any issues or opportunities of a strategic nature for the development and improvement of the school

**Spring Term**

- Presentation from focus subject leaders (or alternative)
- SEND Focus
- Review school policies in line with the Policy Matrix
- Review the management of safeguarding (Keeping Children Safe in Education)
- Governors' development – key points & actions from training
- Consider any issues or opportunities of a strategic nature for the development and improvement of the school

**Summer Term**

- KS 2 overview and progress report
- Presentation from focus subject leaders (or alternative)
- Pupil Premium and Sports Premium Focus
- Discuss Strategic Development Plan for recommendation to FGB
- Review school policies in line with the Policy Matrix
- Review the management of safeguarding (Keeping Children Safe in Education)
- Governors' development – key points & actions from training
- Consider any issues or opportunities of a strategic nature for the development and improvement of the school