

**SHURDINGTON CHURCH OF ENGLAND PRIMARY SCHOOL BOARD OF GOVERNORS  
EDUCATION AND DEVELOPMENT COMMITTEE**

**TERMS OF REFERENCE**

**Functions of the Education and Development Committee**

The Education and Development Committee is non-statutory but subject to the School Governance Procedures Regulations 2003, part 4. The Governing body determines its remit and delegates responsibilities. The Committee's primary function is to assist the Head Teacher and the Governing Body in carrying out their statutory responsibilities, especially for the execution of its management roles concerning the Education and Development of the school.

Such assistance shall be given with the following overall aims:

- of ensuring that the school provides a consistently high standard of education within a Christian ethos.
- of informing others about that high quality and Christian ethos.

The Committee's detailed functions are :

**Development**

- To ensure that the Governing Body has a vision of what a Christian school provides
- To establish and develop links with the local community so enlisting their support and commitment to their local school
- To promote the school so as to increase and improve its profile and future intake of pupils
- To provide guidance and assistance to the Headteacher and Governing Body on all marketing matters, specifically the website, prospectus and the pupils' contribution to the "Three in One" magazine
- To elicit information/data from parents/carers/other stakeholders as required.
- To exploit opportunities to promote the school in the local press, TV and radio (e.g. sports day, special visitors etc.)
- To act as the school's voice in the community

**Education**

- To consider and advise the Governing Body on standards and other matters relating to the school's teaching and learning policy
- To consider curricular issues which have implications for the Resources Committee decisions and to make recommendations to that committee.
- To make arrangements for the Governing Body to be represented at School Improvement discussions and for reports to be received by the GB
- To oversee policy and procedures for educational visits, including the appointment of a named coordinator
- To provide guidance and assistance to the Headteacher and Governing Body on all matters relating to Education and Special Educational Needs (SEN)
- To review and monitor implementation of SEN Policy
- To review and approve school policies relating to the curriculum

- With the assistance of staff to provide information to the Governing Body on how the curriculum is taught and evaluated
- To review the policy and provision of collective worship and for religious education in the light of the school's status as a Church of England school, and to make recommendations
- To review the policy and provision for sex education and make recommendations
- To review information about the school's performance and to report to the Governing Body
- To make recommendations to the Governors in relation to the above and to act under such delegated authority as the Governors may from time to time determine

### **Limits of its Delegated Authority**

The Education and Development Committee must refer to the governors for approval any matter which, in the view of any member of the committee is sufficiently significant that approval should be sought. The Governors will review the Committee's remit and membership annually.

### **Power to delegate**

The Committee will normally delegate the day to day management of Education and Development at the school to the head Teacher, establishing the limits of this delegated authority. It may delegate any part of its functions to such other person or persons as they see fit, subject to notifying the Board of governors of their exercise of this right at the next meeting of the Board of Governors.

### **Reporting**

The committee will report to each meeting of the Governors, identifying all significant matters considered, decisions made and action taken.

### **Desired Outcomes of the Education and Development Committee**

- Staff will fully understand the extent and limits of their responsibilities and authority in respect of the management of Education and Development
- Staff and Governors have a good understanding of high standards of management of Education and Development and ensure they are achieved at the school
- Governors receive the information they need about Education and Development and are enabled to weigh competing priorities for decision making purposes.
- The school's standards of Education and Development are progressively improved so as to increase the effectiveness of primary education in Shurdington.

### **Bringing in specialist knowledge**

It may be appropriate for the Governing Body to consider co-opting or appointing associate members to strengthen the relevant Governing Body committee. Associate members with specialist knowledge or experience in Education and Development may be useful in an advisory capacity.

### **Members**

The committee shall consist of no fewer than four Governors plus the Headteacher.

### **Quorum**

The quorum shall be three governors plus the Headteacher or nominated deputy.

### **Meetings**

The committee shall meet once a term with ad hoc meetings convened as required.

Minutes of the committee's meetings will be forwarded to its members and the governors within one week of the meeting being held. It should ensure the governing body is kept fully informed about issues relating to education and development and provide summary reports for the governing body on all matters within its remit.

Dated: January 2013