



Brize Norton Primary School

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Headteacher: Mrs R. Jones



PERFORMANCE AND LEARNING COMMITTEE Terms of Reference 2023-24

1. Membership

Members to be appointed by the LGB

2. Quorum

Three governors

3. Meetings

Once per long term prior to the full governing body meeting and otherwise as required (e.g. July to assess results).

Members of the committee are entitled to seven days' notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the committee chair decides the issue needs urgent attention.

Other members of the governing body may attend any meeting of any committee but they may not vote.

The rules for declaration of interest and withdrawal from the meeting are the same as for full governing body meetings.

4. Chair

If the Chair is absent from a meeting, a governor may be elected to take the chair for the duration of that meeting.

5. Partnership with the headteacher

In carrying out its functions the committee will receive information and advice from the headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.

The headteacher is entitled (but not obliged) to attend all committee meetings and has full voting rights.

6. Minutes

All committee meetings must be minuted. The minutes must be circulated before the next full governing body meeting and signed by the chair after their approval.

7. Terms of Reference

The Committee has delegated powers to carry out the following specific tasks:

- To guide and assist head and the governing body in all curriculum matters.
- To prepare and review curriculum policy statements, including long-term planning and researching.
- To liaise and consult with other committees where necessary.
- To receive and where appropriate respond to reports from external sources and the headteacher.
- To question and provide the role of “critical friend”.
- Ensure governors are suitably trained to fulfill the requirements of the committee.

In addition, the Committee will:

- Ensure governors are suitably trained to fulfill the requirements of the committee.
- Consider, as appropriate, and make recommendations on matters related to the curriculum and pupil standards.
- Contribute to governing body and school self-review with particular reference to Self-Evaluation Form – SEF.
- Monitor, evaluate and review appropriate sections of the School Development Plan.
- Prepare for the governing body any appropriate report to parents (or others) on matters relating to the work of the Committee.