



*Excellence, Respect, Friendship*

## **CAWSTON GRANGE PRIMARY SCHOOL**

### **Performance & Standards Committee – Terms of Reference**

**Purpose:** The Performance & Standards committee's key responsibility is to ensure that pupils' learning is at the heart of the school's priorities.

**Membership:** The committee shall consist of no less than four Trustees, including the Headteacher (or substitute nominated by the Headteacher). For 2021 / 2022 these are:

1. Mrs Kate Worthington (Headteacher)
2. Mr Simon Dean (P&S Committee Chair, Trust Board Chair & Safeguarding Link)
3. Mrs Jean Shaw (P&S Committee Vice Chair & Safeguarding Link)
4. Mr Martin Guerrieria (Pupil & Staff Wellbeing Link)
5. Mrs Joanna Wyle (SEND, PPG & Vulnerable Children Link)

**Quorum:** Quorum of three Trustees, of which the Headteacher (or substitute) must be one. The committee shall not meet without the Headteacher or his/her substitute being present.

**Meetings:** The committee shall meet once every term, and otherwise as required. Meeting timetable to be agreed each July for the following academic year.

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

- To provide guidance and assistance to the Headteacher and the Trust Board on all matters relating to school curriculum and their statutory obligations regarding the National Curriculum.
- With the assistance of staff to provide information to the full Trust Board about how the curriculum is taught, evaluated, and resourced.
- To review the policy and provision for sex education and make recommendations to the full Trust Board.
- To ensure that the requirements of children with special needs are met through establishing and monitoring the Schools Local Offer.
- To monitor EAL provision and to ensure that the needs of children are met.
- To understand the needs of the Academy Trust, particularly in relation to the Social, Emotional and Mental Health needs of staff and pupils.

- To monitor pupil attainment and receive regular reports on the analysis of test and assessment results and how these reflect local and national performance data.
- To review information and data regarding school performance including Attendance, Behaviour and KS2 results.
- To oversee targets for pupil achievement and progress at Key Stage 2.
- To provide effective challenge on educational performance and academic progress of pupils to ensure the best possible outcomes for all children.
- To monitor the use of Pupil Premium funding and its impact.
- To contribute towards the curriculum area of the School's Learning Improvement Plan (LIP) and the post Ofsted inspection action plan.
- To be familiar with the school's self-evaluation form (SEF).
- To receive reports from the Headteacher and Subject Co-ordinators on the delivery of the curriculum.
- To monitor the views of pupils, parents, carers, and staff and to evaluate the ways in which the Academy Trust actively responds to their views.
- To consider complaints relating to the curriculum and to advise the Trust Board on their outcome.
- To agree on a policy and protocol for Trustee visits to the school.
- To ensure the principles of 'Value for Money' are adhered to in all decisions.
- To attend or commission appropriate governor training.

#### **Proceedings of Committee Meetings:**

- a) every matter to be decided at a meeting of the Committee must be determined by a majority vote of the Trustees present and voting on the matter.
- b) where there is an equal division of votes the Chair shall have a casting vote or may choose to refer the matter for vote at the next Full Board meeting.
- c) a register of attendance shall be kept for each Committee meeting and published annually on the Trust's website in accordance with the Academies Handbook (AH).
- d) Approval of policies and document may, at times, be required outside of Committee meetings. In such circumstances Trustees can seek approval via e-mail through the Clerk.
- e) Where a quorum of responses is not received by the approval date, the approval will be requested from the full Board of Trustees via e-mail through the Clerk.

The Committee Chair (or Vice Chair) will report to the full Trust Board every term. The full Trust Board will review annually the establishment, membership, and terms of reference of this sub-committee.

Agreed by Full Governing Board:

Date 13<sup>th</sup> December 2021

Review Date: Autumn 2022