School Improvement Committee

Terms of Reference 2026-27

These Terms of Reference will be reviewed annually at the first meeting of the autumn term.

Constitution

The committee will comprise at least six governors plus, where appropriate, associate members to provide specific expertise and/or skills. It will report directly to the Governing Body. The committee may delegate duties as appropriate to a smaller sub-committee or individual governors. The committee will be led by a Chair and Vice Chair unless there is agreement to Co-Chair.

Quorum

The quorum for meetings will be two thirds (to the nearest whole) of the total office held. The meeting will not take place unless the Executive Headteacher (or their representatives) is present, unless agreed by the Executive Headteacher and the committee Chair.

Meetings

The committee will meet once a term, in advance of the main Governing Body meeting, with additional meetings as required.

Voting

Every question to be decided at a committee meeting must be determined by a majority of votes of those governors and associate members present and voting. If there is an equal number of votes for and against, provided that he or she is a governor, the Chair (or the person acting as Chair) has a casting vote. The meeting must be quorate for a vote to take place.

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Responsibilities of all committees

- To receive reports from members of staff about matters relating to any of the issues listed in their terms of reference
- To contribute to, monitor and evaluate relevant parts of the SEFs, the School Development Plans and policies allocated to the committee – and to report or make recommendations to the FGB as appropriate
- To ensure all relevant policies (both statutory and non) are effective, up to date (in line with current legislation or guidance) and available either online or by request
- To consider recommendations from relevant external reviews, eg Ofsted, SIP reports etc, to agree the actions needed to address any issues identified and to regularly monitor and evaluate the implementation of any plans, plus reporting or making recommendations to the Governing Body as appropriate
- To consider the views of all stakeholders (pupils, parents, staff and the wider community) when making strategic decisions that will impact on them
- To consider the impact on equality when making recommendations and when reviewing/drafting policies
- To take appropriate action on any other relevant matter referred by the Governing Body
- To review policies in line with the policy schedule.

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Responsibilities of this committee are to monitor, evaluate and make recommendations for improvement to relevant sections of the School Development Plans and SEFs, plus:

CURRICULUM & ACHIEVEMENT

1. To monitor and evaluate pupil achievement and the quality of teaching, ensuring the schools provide a high quality learning experience and deliver a broad and balanced curriculum in keeping with the schools' aims, all pupil needs and legal requirements

2. To monitor how the schools deal with their statutory obligations in relation to the National Curriculum

3. To monitor the quality of the assessment systems

4. To monitor the performance of different groups, subjects and key stages making relevant comparisons to local and national data and analysing trends

5. To monitor the effectiveness of learning interventions

6. To evaluate the provision for, progress and attainment of vulnerable pupils, i.e. Looked After Children, children with SEND and children from disadvantaged groups, and the effectiveness of any intervention strategies

7. To monitor the quality of teaching and learning

8. To monitor the range and impact of extra-curricular activities on pupil learning

9. To monitor how well teaching prepares pupils for the next stage in their education

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CHILDREN, FAMILIES & COMMUNITY

1. Monitor the schools' contribution to pupil well-being, including the extent to which pupils feel safe, are helped to keep themselves safe (both on and offline), adopt healthy lifestyles and contribute to the school and wider community, with particular emphasis on the safeguarding of pupils (including e-safety)

2. Monitor attendance, punctuality and behaviour patterns and trends

3. Understand the views of pupils and how they are taken into account

4. Monitor the effectiveness of partnerships with other schools, external agencies and the community (including business) to improve the schools, extend the curriculum and increase the range and quality of learning experiences for pupils

5. Monitor the engagement of parents with the schools, parental views and how these are taken into account and consider ways in which home-school links can be further developed, making appropriate recommendations, including evaluating engagement with the school PTAs.

6. Monitor community links and community use of the school, monitoring and evaluating the schools' contributions to promoting community cohesion.