



Terms of Reference for the Teaching, Learning & Care (TLC) Committee, academic year 2023 – 24

Membership

Appointed annually by the Full Governing Body (FGB). One must be the head teacher, and one should be the Chair of Governors.

Quorum

A quorum shall consist of a minimum of three Governors including the Head Teacher.

Meetings

Meetings will generally be held four times per academic year (at least one per main term).

Officers

A Committee Chair will be appointed annually at the first committee meeting of each academic year.

Agendas

Agendas are to be produced by the Clerk in conjunction with the committee chair and head teacher and distributed to committee members at least 7 days prior to the meeting.

Minutes

The Clerk will produce minutes within 2 weeks of a meeting, these will be reviewed by both the head teacher and committee chair. A draft version of the minutes will then be circulated to all governors. Draft minutes from the previous meeting will be reviewed for approval, along with all matters arising, at the next meeting held by the committee.

Reporting Back

The Chair of the Committee, or representative, will report back at the next FGB meeting that follows a meeting of this committee.

Function/Tasks

Statutory responsibilities relating to:

- Content of the curriculum
- Teaching and learning methods
- Targets and targeting
- Analyse assessment information
- Reports to parents
- Measures of achievement including progress and achievement of specific groups e.g. Pupil Premium Grant (PPG) / Special Educational Needs & Disabilities (SEND).
- Measuring the achievement of more able children.

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- Religious Education and Collective Worship
- Pupil welfare: physical, mental, moral, spiritual, safeguarding/child protection
- Monitoring of appropriate priorities within School Development Plan.
- Review the results from the annual parent survey to identify strategic priorities and monitor the success of any plans put in place.

The Committee shall have the statutory responsibility that the recruitment, selection and appointment of all staff in school meet statutory and safeguarding requirements. The committee shall also have the responsibility for procedures performance management of all staff.

- To ensure that all procedures relating to the recruitment, selection and appointment of all staff in school meet statutory and safeguarding requirements.
- Establish disciplinary and capability procedures if the Local Authority's policy is not adopted.
- Formulate and review the school's staffing structure annually
- Review and develop staffing policies, e.g. procedures for selection and appointment of staff, professional development, equal opportunities policies.
- Monitor the school's procedures for staff development.
- Monitor the school's support for ECT's (Early Career Teachers).
- Review the school's appraisal and Performance Management procedures for all staff (including Support Staff) annually and make appropriate recommendations to the Governing Body. Ensure statutory requirements are met.

Statutory Associated Policies

These will be reviewed by this committee and approved by the Full Governing Body.

Policy	Role with responsibility for initial review
Capability of Staff	Head Teacher
Staff Code of Conduct	Head Teacher
Teacher & Support Staff Appraisal Policy	Head Teacher
Staff Disciplinary Policy	Head Teacher
Staff Grievance Policy	Head Teacher
School Behaviour	Head Teacher
Written Statement of Behaviour Principles	Head Teacher
SEND (Special Educational Needs & Disabilities) Policy	SEND Lead Governor & SENCO.
SEND Information Report	SEND Lead Governor & SENCO.
Sex & Relationships Education Policy	Head Teacher
Statement of Procedures for dealing with allegations of abuse against staff	Safeguarding Lead Governor
Child Protection & Safeguarding Policy	Safeguarding Lead Governor
EYFS (Early Years Foundation Stage)	EYFS Lead Governor & EYFS Lead

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Policy	Teacher
Complaints Policy & Procedure	Chair of Governors
Supporting Pupils with Medical Conditions	Head Teacher
ECT (Early Career Teachers) Induction Policy	Head Teacher

Non-Statutory Policies

These policies will be reviewed and approved by this committee.

Policy	Role with responsibility for initial review
Governor Induction Policy	Chair of Governors
Whistleblowing Policy	Safeguarding Lead Governor
On-line Safety Policy	Safeguarding Lead Governor & Head Teacher
Intimate Care Policy	Head Teacher & Safeguarding Lead Governor
Leave of Absence Policy	Head Teacher
British Values Policy	Head Teacher
Attendance Policy	Head Teacher
Looked After Children (LAC) Policy	Head Teacher & Safeguarding Lead Governor
Home Learning Policy	Head Teacher
Curriculum	Head Teacher
Governor Visits	Chair of Governors
Engaging Volunteers	Head Teacher & Safeguarding Lead Governor
RE (Religious Education)	RE Lead Governor & Head Teacher
Children Missing Education	Head Teacher
Collective Worship	RE Lead Governor & Head Teacher
Feedback & Marking	Head Teacher
Assessment Policy	Head Teacher
Administrations of Medicines	Head Teacher
Illness, First Aid & Medical Emergency	Head Teacher
Uniform	Head Teacher
Sickness Absence Policy & Procedure	Head Teacher
Safer Recruitment	Safeguarding Lead Governor

Review

The terms of reference will be reviewed annually by this committee and any changes recommended to the Full Governing Body for approval.

Date reviewed by TLC Committee – 12th July 2023

Date approved by FGB – 19th September 2023

Next Review – Summer Term 2024

APPENDIX 1



Addendum to Terms of Reference for the Full Governing Body, Teaching Learning & Care Committee, Finance & Resources Committee of Woolhampton C of E Primary School (Academic Year 2023 – 24)

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VIRTUAL PARTICIPATION IN GOVERNOR MEETINGS

INTRODUCTION

The School Governance (England) (Roles, Procedures and Allowances) Regulations 2013 make provision for governing bodies of maintained schools in England to: “approve alternative arrangements for governors to participate or vote at meetings of the governing body including but not limited to by telephone or video conference”.

The model Articles of Association for academy trusts state that trustees can attend meetings remotely subject to certain stipulations set out in article 126. Academies should nevertheless refer to their own articles for clarity.

These arrangements apply to meetings of the governing board and their delegated committees.

DEFINITION

Face to Face Meetings are meetings where most governors are physically present at the location listed on the meeting agenda.

Virtual Attendance at a meeting is where a governor is not physically present at the location listed on the meeting agenda but participates or votes at a meeting through virtual means including but not limited to telephone or video conference.

Virtual Meetings are meetings where most governors are not present at the same physical location and participate or vote at a meeting through *Virtual Attendance*.

CONFIDENTIALITY

It is the responsibility of individual governors, wishing to participate virtually, to ensure they can do so through a secure method and in an environment conducive to confidential and private communication. Anyone participating in a meeting using technology must declare that they are in an environment which is a secure and which protects confidentiality. Meetings must not take place on a train, or coffee shop, for example. Confirmation of confidentiality must be declared at each meeting.

VIRTUAL ATTENDANCE AT FACE TO FACE MEETINGS

Notification

Where a governor wishes to attend a *Face to Face Meeting* of the governing body through *Virtual Attendance*, the Chair and Clerk must be notified, where possible, at least 2 working days in advance of the meeting to ensure appropriate arrangements can be made to accommodate virtual attendance.

Governing Body Approval of Virtual Attendance at a meeting

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At the start of a *Face to Face Meeting*, any governor who is participating by *Virtual Attendance* will be asked their reasons for not physically attending the meeting. A governor's *Virtual Attendance* **may** be subject to the approval of the governing body at the beginning of the meeting; however, approval **must** not be withheld without good reason.

Where approval is withheld, the reason for this **must** be minuted by the Clerk to Governors and the governor informed immediately.

Voting Rights of Governors participating through Virtual Attendance

Where there is no visual connection, all meeting participants will start their comments by stating their name.

Governors attending a *Face to Face Meeting* through *Virtual Attendance* will be entitled to vote on any issue providing they have been 'present' for the whole agenda item which the vote relates to.

Secret Ballots

Where a secret ballot is required this will be facilitated where possible (e.g. by taking a telephone conference call off speaker phone and the governor sharing their vote verbally with the clerk/calling the Clerk independently of a video conferencing link, etc).

Where facilitation is not possible, the governor will be required to either vote publicly or abstain.

Quorum

Governors attending through *Virtual Attendance* will contribute to the quorum for the meeting. If the technological link is lost, they will cease to contribute to the quorum, but this will not prevent the meeting continuing in their absence unless it has become inquorate.

Technological or Other Issues

If, after all reasonable efforts, it does not prove possible for a governor to participate through *Virtual Attendance* the meeting may still proceed with its business provided it is quorate.

The Clerk to Governors will note the time that the connection was lost of a governor participating through *Virtual Attendance*.

VIRTUAL MEETINGS

Statutory Notice Arrangements

When a *Virtual Meeting* is taking place, the usual statutory notice arrangements will apply and all papers to be considered must be circulated at least seven days in advance of the meeting, except where the Chair of Governors has exercised their right to waive the usual notice in an emergency situation.

Clerking Arrangements

Virtual Meetings will be minuted by the Clerk to Governors in the same way as all other meetings and which will be provided for approval at the next meeting of the full governing body.

Ensuring quoracy of meetings will be the responsibility of the Clerk to Governors who will monitor this, throughout any meeting involving virtual participation, and advise if a meeting becomes inquorate.

Reasonable efforts to give all Governors Virtual Access to Virtual Meetings

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When a *Virtual Meeting* is taking place, all reasonable efforts must be made to enable all governors to access the meeting through *Virtual Attendance*.

REVIEW

The document will be reviewed at least annually by the governing body. Any concerns about its operation can be requested, as an agenda item, to the Clerk to Governors and/or Chair of Governors at any point throughout an academic year.