



Terms of Reference for the Teaching, Learning & Care (TLC) Committee, academic year 2025 – 26

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
Attendance Policy
Uniform Policy
Capability of Staff
Staff Code of Conduct
Teacher & Support Staff Appraisal Policy
Staff Disciplinary Policy
Staff Grievance Policy
School Behaviour
Written Statement of Behaviour Principles
SEND (Special Educational Needs & Disabilities) Policy
SEND Information Report
Suspensions & Exclusions
Sex & Relationships Education Policy
Child Protection & Safeguarding Policy
Complaints Policy & Procedure
Supporting Pupils with Medical Conditions

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Non-Statutory Policies

These policies will be reviewed and approved by this committee.

Policy
ECT (Early Career Teachers) Induction Policy
EYFS (Early Years Foundation Stage) Policy
Governor Induction Policy
Whistleblowing Policy
On-line Safety Policy
Food Standards
Anti-bullying & Child on Child Abuse
Intimate Care Policy
Leave of Absence Policy
Mental Health & Wellbeing
British Values Policy
Looked After Children (LAC) Policy
Home Learning Policy
Curriculum
Governor Visits
Engaging Volunteers
RE (Religious Education)
Children Missing Education
Collective Worship
Feedback & Marking
Assessment Policy
Administrations of Medicines
Illness, First Aid & Medical Emergency
Sickness Absence Policy & Procedure
Statement of Procedures for dealing with allegations of abuse against staff
Parent Conduct Policy
Safer Recruitment
Dealing with Unreasonable & Unreasonably Persistent Complaints

Review

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

Reviewed by TLC Committee – 12th November 2025

Date approved by FGB – 18th November 2025

Next Review – Autumn Term 2026

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 2025 – 26)

<i>Woolhampton C of E Primary School</i>
VIRTUAL PARTICIPATION IN GOVERNOR MEETINGS
INTRODUCTION
<p>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”.</p> <p>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.</p> <p>These arrangements apply to meetings of the governing board and their delegated committees.</p>
DEFINITION
<p><i>Face to Face Meetings</i> are meetings where most governors are physically present at the location listed on the meeting agenda.</p> <p><i>Virtual Attendance</i> 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.</p> <p><i>Virtual Meetings</i> are meetings where most governors are not present at the same physical location and participate or vote at a meeting through <i>Virtual Attendance</i>.</p>
CONFIDENTIALITY
<p>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.</p>
VIRTUAL ATTENDANCE AT FACE TO FACE MEETINGS
<i>Notification</i>
<p>Where a governor wishes to attend a <i>Face to Face Meeting</i> of the governing body through <i>Virtual Attendance</i>, 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.</p>
<i>Governing Body Approval of Virtual Attendance at a meeting</i>

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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.