

Performance and Standards Committee

Terms of Reference and Standing Orders 2024-2025

1. Purpose

To ensure that the head teacher performs their responsibilities for the educational performance of the school. This will include:

- holding the leadership team to account for the standards achieved by all pupils in the school including: pupil attainment and progress, and closing the gap for under-achieving groups.
- holding the school leadership to account for improving the quality of teaching as an essential route to improving standards.

2. Membership

The following full governors are members of this committee:

Roger Johnson (Chair)
Katrina Hancock
Lorna Page
Andy Spooner
Sue Gibbins
Lucy Fortnam-Paynter
Ian Fishpool

The following are associate members of this committee:

Paul Smith
(N.B. Associate Members of this committee cannot vote.)

Clerk

Georgie Clarke

3. Quorum

3 of full members

4. Meetings

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.

5. Chairpersonship

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

6. 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 a member of this committee.

7. Minutes

All committee meetings must be minuted. The minutes must be circulated with the agenda of the next full governing body meeting.

8. Terms of Reference

The Committee has delegated powers to carry out the following specific tasks (set in the DDP agreed September 2024):

School Performance Data:

- To consider data relating both to the achievement and progress of pupils at the end of each key stage and evidence from pupil tracking for all intervening years.
- Monitor all significant groups that emerge from data analysis, including EYFS, SEN, LAC, PP

Curriculum:

- To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)
- Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed

Finance and budgets:

- Agree annual action plans and monitor how school premiums are spent (including PP and PE funding, Year 7 numeracy and maths catch-up premium, service premium)
- Monitor impact premium funding (including PP and PE and sport premium funding)

Parents and the community:

- Make sure the required information is published on the school website, including details of governance arrangements
- Approve a complaints procedure
- To monitor engagement with community (via link governor)

SEND and inclusion:

- To establish an accessibility plan and review it every three years
- To consider annual report from the designated person for LAC

Policies:

- To monitor policies as designated in the policies overview document

In addition, the Committee will:

- Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the governing body.
- Contribute to governing body and school self-review
- Plan, monitor and evaluate appropriate sections of the School Development Plan/School Improvement Plan.
- Prepare for the governing body any appropriate report to parents (or others) on matters relating to the work of the Committee.
- Review and approve policies delegated to the Performance and Standards Committee (see below)

The full governing body agreed these terms of reference on **19/09/2023**

Statutory policies required by education legislation

Statutory policies required by other legislation

NONE IN THESE CATEGORIES FOR P&S

Other statutory documents

Policy/document	Review Frequency	Approval	Staff Lead	Governor Lead	Website?
Assessment	Biennial (Jan 25)	HT (P&S)	LP	-	
Attendance & Engagement	Biennial (Sept 25)	HT (P&S)	AS	LD	
Behaviour Principles written statement	Biennial (Feb 25)	P&S	AS	LP	Y
Curriculum Information Sheets	Annual (Oct 24)	HT (P&S)	AS	-	
Feedback	Biennial (Oct 25)	HT (P&S)	LP	-	
Handwriting Information Sheet	Biennial (Jan 26)	HT (P&S)	AS	-	
Home-school agreement	Biennial (Jul 25)	HT (P&S)	AS	-	
Homework Information Sheet	Biennial (Nov 24)	HT (P&S)	AS/LP	-	
Phonics	Biennial (Jul 26)	HT (P&S)	SP	-	
Relationships and Sex Education	Biennial (Jan 26)	HT (P&S)	JE	-	
Special Education Needs & Disability	Annual (Mar 25)	P&S	EM	LFP	
Spelling Information Sheet	Biennial (Jan 26)	HT (P&S)	AS	-	
Suspensions and Permanent Exclusions	Annual (Jan 25)	HT (P&S)	AS	-	
Teaching & Learning Expectations	Biennial (May 25)	HT (P&S)	LP	-	
Teaching & Learning (Reception)	Biennial (Nov 23)	HT (P&S)	RS	-	