

# **St Nicolas CE Primary School, Abingdon**

## **Performance and Standards Committee**

### **Terms of Reference and Standing Orders 2023-2024**

#### **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  
Eluned Hallas  
Andy Spooner  
Vicky Drew  
Sue Gibbins

***The following are associate members of this committee:***

Kate Daniell  
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 2023):

### **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 07/12/2023

## CHECK POLICIES ON POLICIES SCHEDULE

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 23)	HT (P&S)	LP	-	
Attendance & Engagement	Biennial (Sept 23)	HT (P&S)	AS	LD	
Behaviour Principles written statement	Biennial (Feb 25)	P&S	AS	LP	Y
Relationships and Sex Education	Biennial (Jan 24)	HT (P&S)	JE	-	
Exclusion	Biennial (Feb 24)	HT (P&S)	AS	-	
Feedback	Biennial (Jun 23)	HT (P&S)	LP	-	
Home-school agreement	Biennial (Sept 23)	HT (P&S)	AS	-	
Homework	Biennial (Nov 24)	HT (P&S)	AS/LP	-	
Phonics	Biennial (Oct 20) delayed until Mar 22 (see P&S 12 <sup>th</sup> July 21)	HT (P&S)	SP	-	
Teaching & Learning	Biennial (Dec 24)	HT (P&S)	LP	-	
Teaching & Learning (Reception)	Biennial (Nov 23)	HT (P&S)	RS	-	
Reception to Y1 transfer + class allocation	Biennial (Nov 23)	HT (P&S)	RS	-	
e-safety	Biennial (Mar 23)	HT (P&S)	PG	HP	