

GREAT ABINGTON PRIMARY SCHOOL

Learning, Teaching and Standards (LTS) Committee

The purpose of this document is to state how the Governing Body allocates its responsibilities to the Learning, Teaching and Standards Committee and to the Headteacher.

1 Membership

- 1.1** The committee shall consist of no less than four governors and the Headteacher (or his / her representative). Its membership shall be decided annually.
- 1.2** The committee shall have such co-opted and non-voting members as the Governing Body shall appoint. The committee shall make recommendations for these appointments, which shall include such staff as the Headteacher shall determine in consultation with her colleagues.
- 1.3** Other members of the governing body may attend meetings of the Committee as non-voting members.
- 1.4** A Clerk (a member of the committee) will be appointed by the Chair for each meeting on a rotation basis. This must not be the Headteacher. The clerk may also be a paid clerk, or a volunteer but this would have been agreed with the Chair prior to the academic year.

2 Quorum

The quorum shall be three governors of which the Headteacher / their representative must be one.

3 Meetings

The Learning, Teaching and Standards Committee shall meet termly, or more frequently as may from time to time be required.

4 Chair

- 4.1** The Chair of the Committee shall be elected annually at the first meeting of the autumn term.
- 4.2** If the Chair is absent from a meeting a governor may be elected to take the chair.
- 4.3** No governor may serve for more than three consecutive years as Chair of the Committee.

5 Partnership with the Headteacher

- 5.1** In carrying out its function the Committee will receive information and advice from the Headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.

- 5.2** The Headteacher is entitled (but not obliged) to attend all committee meetings and is entitled to vote (unless not a governor). Where the Headteacher does not attend a committee meeting their representative must attend and will have the same voting rights.

6 Standing Orders

- 6.1** Members of the committee are entitled to seven days notice of a meeting and to receive an agenda. A shorter timescale may be given if the committee chair decides the issue needs urgent attention.
- 6.2** All meetings will be minuted and circulated to the Committee members as soon as possible after the meeting.
- 6.3** Where there is an equality of votes the Chair shall have a second and casting vote.
- 6.4** Minutes of meetings of the Learning, Teaching and Standards Committee shall be circulated with the agenda of the next full Governing Body meeting.

7 Terms of Reference

The Learning, Teaching and Standards Committee has delegated powers from the governing body to:

- 7.1** advise the governing body on the school's curriculum statement, the National Curriculum and their statutory obligations regarding the National Curriculum including assessment and reporting.
- 7.2** provide information to the governing body, with the assistance of staff, about how the curriculum is being taught, evaluated and resourced.
- 7.3** review the policy and provision for collective worship and for Religious Education and make recommendations.
- 7.4** review the policy and provision of sex and relationships education and make recommendations.
- 7.5** review the School's effectiveness in areas of inclusion, (in regard to gender, social disadvantage, race equality and disability discrimination) including provision for children with difficult to manage behaviour.
- 7.6** set and publish targets for pupil achievement and to monitor pupil achievement against set targets.
- 7.7** review the School's provision for the 'safeguarding of children' in compliance with its statutory obligations.
- 7.8** review and amend the school's Anti-bullying, Assessment, Behaviour, Early Years Foundation Stage, Intimate Care, Learning and Teaching, and SEN policies and make the policies known to parents.
- 7.9** approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea.
- 7.10** agree on policy and protocol for governor visits to the school
- 7.11** adoption and review of home-school agreements
- 7.12** review the overall pattern and use of exclusions within the school.

- 7.13** monitor and review pupil attendance
- 7.14** monitor and review behaviour at the school and review and amend the school's Behaviour Policy
- 7.15** review aspects of the Health and Safety policy to ensure all requirements for the wellbeing of pupils are complied with.
- 7.16** review the arrangements to ensure that as far as practical the school complies with the requirements of the Equality Act 2012 and the Disability Discrimination Act 2005 as regard accessibility and related matters.

In addition the Committee will:

- 7.17** consider, as appropriate, and make recommendations on other related matters not specifically delegated by the governing body.
- 7.18** contribute to the governing body and school self review with particular reference to School Self Evaluation processes.
- 7.19** plan, monitor and evaluate appropriate sections of the School Development Plan
- 7.20** prepare for the governing body any appropriate report for parents (or others) on matters relating to the work of the Committee.

Declaration of interest(s)

Before discussing or voting on a subject, a member of the Learning, Teaching and Standards Committee must declare a pecuniary interest and withdraw. Members of the Learning, Teaching and Standards Committee who also teach at the school need not withdraw from meetings when their interest in the matter being discussed is no greater than the interest of the generality of teachers at the school.

These terms of reference were reviewed on 15th October 2024