

## TERMS OF REFERENCE – PERFORMANCE & STANDARDS COMMITTEE

This Terms of Reference must be ratified and documented in meeting minutes of Performance & Standard Meeting or Full Governors Meeting for the academic year 2025-2026.

### 1) Membership

The governing body determine the membership of the committee on an annual basis. A clear resolution approving the membership of the committee must appear in the minutes of the main governing body. The Head Teacher will be an automatic member.

### 2) Chairmanship

To be determined at first Full Governing Body meeting of the academic year. If the Chair is unable to attend a meeting, then a replacement governor must be elected to take the chair during the duration of that meeting.

### 3) Quorum

The quorum shall be three members of the committee. It is recommended that the quorum is the Head Teacher plus two members of the committee.

### 4) Meetings

Meetings will be held regularly/at least once each term, as required. One week's notice of the agenda must be given prior to convening a meeting and any papers to be considered at the meeting circulated via email/google drive. If an issue requires urgent attention, the Chair may initiate a shorter timescale. Minutes will be produced. See appendix for standard meeting format.

### 5) Function

Decisions taken by the committee must be led by the priorities identified within the school's Development Plan and those focus areas within the Head Teachers Performance management process. The main function of the Performance & Standards Committee will be to advise and work with the Head Teacher to promote the best educational outcomes for all children at the school - subject to the following:

- To monitor standards, achievement and progress of children in the school
- To monitor the priorities of the Development Plan
- To receive evaluation on the Development Plan and make suggestions for the future plans
- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider the KIT report from the local authority and any other reports on the performance of the school
- To review all policies that are defined under the responsibility of this committee
- To challenge and question on all aspects of Child Protection and Safeguarding
- To ensure the learning needs of different groups of children are met and that their outcomes are improving
- To review the impact of all targeted funding such a pupil premium
- To ensure that agreed procedures are in place for educational visits, including the appointment of a named co-ordinator
- To ensure the information on the school website complies with statutory requirements
- To ensure new governors are provided with a comprehensive induction.
- To review and offer support for staff wellbeing.

## APPENDIX

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### Meeting Format Guidelines

1. Apologies
2. Minutes of Last Meeting – Reviewed and signed.
3. Pupil Attainment and Progress - Detail is provided/delivered by the Assessment Lead and a summary of the results will be provided to the Full Governing Body.
4. School Improvement Planning – Review plan, assess actions and provide support.
5. SEN Report – Detail is provided/delivered during the meeting with a summary only provided to Full Governing Body.
6. Attendance Report – Provided by the Head Teacher for discussion.
7. Governor Visits – Reports from Governors will be provided for any additional meetings, learning walks and subject reviews
8. Policies – A rolling review of policies will be undertaken during each academic year and policies that are defined the responsibility of this committee will be reviewed as updates are provided
9. Any Other Business
10. Date for Next Meeting