

Yatton Federated Schools Pupil Quality Assurance Committee

Terms of Reference September 2018

The Committee will consist of between **six** and **nine** governors, one of whom will be the Head Teacher. The Committee will have full delegated powers in normal circumstance to make policy and act on behalf of the Governing Body. The Governing Body remains responsible for decisions made by this Committee in accordance with its functions.

Quorum

The quorum shall be **five**, including the Head Teacher.

Meetings:

- At the first meeting of the academic year both the Chair and Vice Chair of this sub-group shall be elected.
- The Committee will usually meet before a Full Governing Body meeting.
- Two weeks notice must be given when convening a meeting, except in an emergency
- The Committee will elect a Chair (in the absence of the Chair or Vice-Chair) at the start of the meeting.
- The Clerk of the Governing Body will take minutes and minutes will be distributed to all governors, Executive Head Teacher, Deputy Head Teachers and Bursar. Confidential minutes, if and when they arise, will be kept separately.

Purpose:

Curriculum and Teaching

- To ensure the National Curriculum and Foundation Stage Curriculum and associated Assessment procedures are carried out
- To make recommendations to the governing body to decide each school's approach to RE and Collective Worship
- To monitor the spiritual and moral education of the children
- To monitor teaching and learning of IT
- To set targets for attendance, and to liaise with Educational Welfare when necessary
- To record and monitor pupil absence
- To be responsible for ensuring the additional needs of pupils with Special Educational Needs are identified and met
- To receive and initiate action in respect of LA/DFE or other relevant documents concerning staffing issues
- To monitor teaching and learning under the guidance of the head teacher
- To monitor standards and achievement across both key stages in the core curricular areas and EYFS
- To set targets in KS1 and KS2 for Statutory Assessments
- To monitor targets in the Strategic Plan and OFSTED Action Plan, that involve the Subject Leaders
- To monitor and review teaching staff levels and staff development.
- They will consider formal complaints regarding the curriculum following the procedure as constituted by the Local Authority
- To be responsible for reviewing and monitoring Sex and Relationship Education

Safeguarding

- Take responsibility for the Safeguarding of children and their families, taking all reasonable measures to ensure that the risks of harm to children's welfare are minimized.
- To monitor and review Safeguarding systems and procedures in both schools.
- To monitor E-Safety

Communication

- Encourage links with the community, neighbouring schools, playgroups, and the school association (YFSA).
- Take statutory responsibility for freedom of information and data protection for staff, parents, and children.
- Take responsibility for communication to parents on behalf of the governing body (including newsletters, marketing material, and web content).
- Review online information and prospectuses, and ensure that information concerning the curriculum and pupils' achievements is readily available to parents and other interested parties.

Policies

- To be responsible for reviewing and ratifying the following policies:

Allegations of Abuse against Staff	Lost Child Policy
Anti-Bullying Policy	Marking and Feedback Policy – Infants
Appraisal and Capability for School Staff	Marking and Feedback Policy – Juniors
Attendance Policy	Medication Policy
Behaviour – Infants	Pupil Premium Policy
Behaviour – Juniors	Photographic Images
Central Record of Recruitment and Vetting checks	Prospectus
Collective Worship – Juniors	RE Policy
Complaints Procedure	Register of Pupils Admission to School
Data Protection & Information Sharing	Register of Pupils Attendance
Disclosure Policy	Safeguarding Policy
E-Safety Policy	School Trips Policy – Federated
Equality Accessibility Action Plan	School Food Policy
Equality Data	Sex Education Policy - Federated
Equality Statement	School Information published on a website
Early Years Foundation Stage	Social Media and Networking Policy
Freedom of Information Publication Scheme	Special Education Needs and Disabilities (SEND) Policy- Federated (to be ratified by the Board of Governors)
Governor Visits	Teaching and Learning Policy - Federated
Home-School Agreement – Infants	Volunteer Policy
Home-School Agreement – Juniors	

These terms of reference were accepted and approved by the full governing body.