

# Hartford Manor Primary School & Nursery



## Teaching, Learning, Standards of Achievement Safeguarding and Behaviour

### Terms of Reference

#### General

- To contribute, in collaboration with the Principal, Head of School and staff, to establishing, monitoring and evaluating sections of the School Development Plan relating to teaching and learning behaviour and safety of pupils, standards of achievement and to oversee any key issues relating to curriculum delivery in line with guidance.
- To keep relevant sections of the Self-Evaluation report under review and update as necessary.
- To establish, monitor the impact of, and review the school's Curriculum, SEND Policy and other curriculum related documents in line with the agreed cycle and make recommendations to the governing body for change as necessary.

- To monitor the impact of the school safeguarding policy and procedures.

## **Curriculum**

- To ensure that the whole school curriculum is broad and balanced, relevant to the needs of all children, provides continuity and progression and is adequately resourced.
- The Strategic Governance Leads for STEM, English and Humanities and Arts and Well Being to report on the process for monitoring the Quality of Education across the curriculum.
- To monitor curriculum plans and core learning grids to ensure they are in place and develop knowledge skills and vocabulary.

## **Teaching and Learning**

- Ensure that the school plans for early reading are systematic and rigorous and lead to every child at Hartford Manor becoming a reader.
- To review the policy and provision for collective worship and RE in line with the locally agreed syllabus and make recommendations for change as necessary
- To endeavour to secure the necessary provision for any child who has special educational needs (SEND) and/or disability having regard to the SEND Code of Practice and relevant legislation.
- To ensure that the school has a SEND co-ordinator who is provided with sufficient time, training and resources to undertake her/his responsibilities
- To ensure that policies and procedures are in place to promote the spiritual, moral, social and cultural development of children
- To ensure that the school offers equality of opportunity to all children whatever their gender, ethnicity, religion, background or ability through all its policies, procedures and practices
- To establish, monitor the impact of, and review all the school's plans, policies and procedures relating to the personal development and well-being of pupils
- Ensure agreed RSE policy is reviewed annually with appropriate consultation when there are significant changes.

- To ensure that the teaching of PHSE follows a structured approach.

### **Achievement**

- To ensure that the National Curriculum is delivered and its assessment procedures are carried out in line with the legal framework
- To promote extra-curricular/enrichment activities
- To promote and support the further development of the School Pupil Council and provide a link between the Council and the governing body
- To promote partnership with parents to support their children's learning

- To ensure that policies and procedures are in place to demonstrate the effectiveness of Pupil Premium funding in raising the attainment of disadvantaged children.
- To promote extended school facilities and community engagement

### **Behaviour and Standards**

- To ensure that policies and procedures are in place to reduce barriers to learning, improve behaviour, attendance and punctuality and reduce exclusions
- To review the school's provision for Personal, Social, Health and Citizenship education taking account of Local Authority and Government guidance
- To receive curriculum progress reports from the Principal and others including an analysis of the annual Fisher Family Trust and IDSR reports and information about non-statutory assessment and testing in order to monitor, review and evaluate the standards of achievement, seek to make continuing improvements, and inform target setting
- To celebrate children's achievements
- To set targets while school attendance and persistently absent children

### **Safeguarding**

The Governing Body will ensure that:

- Safeguarding arrangements are fully embedded within the school's ethos and reflected in the school's day to day safeguarding practices;
- Sufficient governors are trained in safer recruitment practices that appointments to the senior leadership team can be adequately supported;
- The school has effective policies and procedures in place in accordance with this policy, and school's compliance with them is monitored;
- There are policies and procedures in place for dealing with complaints and/or allegations against staff, including the Principal and any subsequent staff disciplinary hearings.
- There is a Designated Safeguarding Governor to champion safeguarding issues within the school, to liaise with the Designated Safeguarding Lead, and to provide information and reports to the Governing Body. The Designated Safeguarding Governor should be supported by the Chair of Governors;
- The Principal, and all staff who work with children, will undertake a full and endorsed Basic Awareness Safeguarding training regularly (at least every 3 years) and have access to regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard

children effectively.

- The Designated and Deputy Designated Safeguarding Leads attend at least a minimum of Level 3 multi-agency course every two years
- Temporary staff, volunteers and other regular visitors to the school who work with children are made aware of the school's arrangements for safeguarding and their responsibilities.

### **Membership:**

The committee shall consist of not less than four governors. Membership should include the Principal or member of the Senior Leadership Team (SLT) with responsibility for the curriculum. The committee may make recommendations to the governing body for co-option of non-governor members and advise whether or not such members should be given a vote.

Chair: Non-employee to be elected by the full governing body.

Vice Chair: Non-employee to be elected by the full governing body.

### **Quorum:**

Three governors including the Head or SLT member and a governor who is not an employee of the school.

### **Meetings:**

At least once per term and more frequently if deemed necessary by the majority of members.

### **Accountability:**

The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration.

Updated and endorsed by the TLSAB Sub-committee