

Pupil Planning and Parental Involvement Committee Terms of Reference

Composition

At least three named members of the governing body. Associate members may be appointed by the full governing body.

Quorum

Three

Clerking

The governing body must appoint a clerk to the committee. The clerk must not be the Head Teacher.

Purpose of committee

- To ensure on behalf of the governing body that its strategic responsibility to raise standards is acted upon.
- To establish, with assistance of the Head Teacher and subject co-coordinators, information about how the curriculum is taught, evaluated and resourced.
- To request and receive reports from the Head Teacher and/or senior leadership team on the quality of teaching and learning, to identify areas for improvement, and to ensure that any necessary action is taken to maximize outcomes for pupils.
- To ensure that annual assessment and examination arrangements comply with national requirements.
- To ensure that requirements of pupils with varying levels of ability, from the gifted to those with special needs are met.
- To review policies that effect the curriculum such sex and relationships education, SEN, gifted and talented, RE and collective worship.
- To ensure that other relevant policies such as behavior and attendance, which support learning and improvements in attainment are in place.
- To monitor the impact of Pupil Premium Funding (PE and sport premium – Primary Schools only) on the achievement and attainment of pupils; to ensure that the Pupil Premium Funding is spent appropriately and that this information is easily accessible (e.g. on the school's website)
- To make recommendations to the full governing body for agreement.
- To review policies relating to pupils and parents.

Meetings

Committee meetings will be held on an as required basis but at least once a term.

A clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within agreed timescales.

The committee will make its agenda available to all members of the governing body.