



'Learn, Endeavour, Aspire, Respect, Nurture'

## Oxspring Primary School

### Governing Board Committees

#### Terms of Reference

#### **STRATEGIC ASSESSMENT AND MONITORING COMMITTEE**

##### **1. Membership**

The membership of the Committee will be a minimum of four Governors, as determined annually by the Board. The meeting will be minuted by a clerk.

##### **2. Quorum**

The quorum shall be three Governors.

##### **3. Meetings**

Meetings will be held as and when required but at least termly.

##### **4. Function**

- To monitor and evaluate the impact of improvement strategies on outcomes for all pupils.
- To monitor the achievement and progress in particular of pupils in receipt of pupil premium, gifted and talented pupils, and those pupils identified as having special educational needs or the disabled.

##### **5. Reporting**

The minutes shall be presented to the next termly Board meeting.

## 6. Review

The terms of reference of the Committee shall be reviewed annually by the Board in the Autumn Term.

## **STRATEGIC ASSESSMENT AND MONITORING COMMITTEE**

### **CONSTITUTION**

1. The committee shall consist of Governors appointed by the Board.
2. The Chairperson and Vice Chairperson shall be elected by the Committee.
3. A quorum shall consist of 3 members of the Committee.
4. The Board shall appoint the Clerk to the Committee. If the Clerk fails to attend, the Governors may appoint one of their number to act as Clerk for the meeting with the exception of the Head Teacher.  
The Clerk will ensure:-
  - A minimum of 7 clear days' notice of a meeting is given in writing to each committee member along with the agenda.
  - The minutes and decisions of the committee are recorded and made available for inclusion in the agenda papers of the next committee meeting and the Board meeting.
5. The Committee shall meet at least once every term or more frequently by resolution of the Committee or Board. The Chairperson or Vice Chairperson of the committee shall have the power to call additional meetings as necessary.
6. The Committee is authorised to make decisions on behalf of the Board.

**TERMS OF REFERENCE:**

The Committee will carry out the following areas of responsibility:-

- Maintain an in depth view of the quality and range of the teaching and learning in school.
- Maintain an in depth view of standards of attainment and achievement across the school.
- Commission and receive data and progress reports.
- Contribute to the School Improvement Plan.

**Please see separate attendance sheets**