



Battledown Centre for Children and Families
School Development and Improvement Committee
Terms of Reference

The Governors' School Development and Improvement Committee will monitor and review all matters relating to curriculum development and improvement at Battledown; provide relevant information and recommendations and accordingly enable the Full Governing Body to make appropriate decisions.

Committee Membership

The Committee shall consist of at least **four** governors and the Headteacher. The Committee will appoint a Chair and a Vice-Chair from within its members. Other staff may be asked to attend as observers but they will not have voting rights.

Meetings

The Committee will meet as required, usually five times per year. The agenda will be published a week in advance of a meeting. Agreed minutes will be circulated to all governors ahead of the subsequent FGB.

Quorum

The committee will be considered to be quorate when *three* members are present.

Voting

Decisions must be agreed by the majority of committee members. Where voting results in no overall agreement, the chair has a second, or casting, vote.

Function

The committee has delegated responsibilities from the Full Governing Body to act on its behalf to:

- 1) monitor and review the school's policy and practice regarding the school's
 - curricular aims
 - curriculum content
 - developing children's behaviour
 - collective worship and religious education
 - sex and relationship education
 - promoting British values
 - children's attendance
 - complaints procedures
 - Bristol QA
- 2) advise, assist and support the Headteacher in planning, monitoring and reviewing the School's
 - ~ Development and Improvement Plan
 - ~ OFSTED Self-Evaluation
 - ~ preparation for OFSTED inspection
 - ~ the impact of the work of the teaching and support staff on the children's progress
 - ~ the impact of the work of the Change Teams
- 3) establish a Governor's Development Plan that reflects the aims and timescales of the School's Development and Improvement Plan
- 4) interpret and develop the wishes of staff, parents and governors in so far as they impact on raising standards at Battledown and provision at the school and so monitor and review the content and findings of the Staff, Parent and Governor questionnaires
- 5) be a strategic and creative "think tank" to put forward points for the FGB to debate regarding the future direction and development of the school beyond the immediate. i.e. 1-2 years in order to maintain an ethos of having high expectations of achieving the best possible outcomes for the children and their families
- 6) refer all recommendations that will have a budgetary impact to the Finance and Staffing Committee, or the FGB, depending on the urgency and timescale, before getting FGB approval for implementation. Such items may be marked 'Agreed, pending F&S Committee agreement/Agreed, pending FGB approval'



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Obligations

The Committee shall advise the Governing Body in relation to its statutory obligations, in particular :

- ~ progress against annual statutory and non-statutory school targets
- ~ the timing of school sessions
- ~ the charging policy for school activities
- ~ approval and review of the Home School Agreement
- ~ the need to encourage shared ownership of the development of the school by staff, parents and governors
- ~ maximising the utilisation of resources to support CDC and extended services
- ~ approval off-site visits and activities of more than 24 hours or which involves a hazardous pursuit
- ~ oversight of the work of the School Travel Plan
- ~ oversight of communication systems including the use and impact of Voxer
- ~ the use and impact of the pupil premium

Reporting to the Governing Body

Agreed Committee minutes will be made available to all members of the Governing Body, ahead of the date for publication of the agenda for the next Full Governing Body meeting, in order that any questions can be tabled for debate and resolution at that meeting

Revision

This document will be reviewed annually at the first Committee Meeting of the academic year and then taken to the next FGB meeting for approval.

Date: 15th November 2016

Review: October/November 2017

Signed: R Sutton

Chair of Governors

Date: 7/2/2017