



Teaching and Learning Committee

Terms of Reference

To be reviewed Annually – November 2025

Committee Meetings

These ToR's enable the committee to comply with *The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013*

This committee has been established by the Governing Body

1. The quorum is a minimum of three governors who are members of the committee.
2. The committee normally meets once per term, but a minimum of once per term.
3. The committee Chair should be elected by the committee and be appointed annually at the Autumn meeting
4. Committee meetings are not normally open to the public but minutes shall be made available on request – Non governors can be invited to attend a committee meeting where appropriate, e.g. Subject leads, Teachers, etc where appropriate for the matters to be discussed. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
5. If the clerk fails to attend the meeting, the committee must appoint any one of their number (who is not the head teacher) to act as a clerk for the purposes of that meeting.
6. In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the head teacher).
7. The agenda and the draft minutes of the previous meeting will be circulated 7 days in advance of the meeting. The minutes of the previous meeting will be presented in the meeting for approval by the committee.
8. Any decisions taken in committee must be determined by a majority of votes of committee members present.
9. The committee shall not normally meet without the Head teacher, or a substitute nominated by the Head teacher, being present.

Roles and Responsibilities

1. To provide support and guidance for the governing body and the Head teacher on all matters relating to:
 - a. Attendance
 - b. Curriculum
 - c. Inclusion
2. Maintain an overview of Pupil Attendance, including review of attendance policies
3. Maintain an overview of the school's curriculum, including the review of curriculum, SEND and teaching policies, and consideration of other issues

- a. To monitor the implementation of changes to the school curriculum.
 - b. To evaluate information from the head, subject leaders and staff about how the curriculum is taught, evaluated and resourced.
 - c. To ensure the continued knowledge and understanding of governors in respect of the Curriculum.
4. Monitor the provision for pupils with SEND, EAL, and other vulnerable groups.
5. Report information back to the Full Governing Body