

TERMS OF REFERENCE

STAFFING, TEACHING & LEARNING COMMITTEE

Reviewed and accepted 16th September 2025 by FGB

Membership

- A minimum of five governors - it is expected that the headteacher or their deputy will attend.
- The Committee may make recommendations to the full governing body for the co-option of non-governor members

Quorum

- Three governors, one of which must be the chair or vice-chair of the committee.

Meetings

- At least once a term, prior to the governing body meeting, and otherwise as required.

Review

- Annually

Terms of Reference

Staffing

- a) To ensure that the staffing structure of the school reflects the requirements of the National Curriculum and the School Improvement Plan;
- b) To ensure statutory policies relevant to this committee are in place and are implemented for the effective management and development of the school:
- c) To ensure that the staffing needs of the school are met within the resources available;
- d) To ensure that appropriate recommendations are made to the governing body in those areas where the governing body is the accountable body;
- e) To monitor and evaluate staffing structures and arrangements through reports from SLT on teacher observations, performance management reviews, salary reviews and all issues relating to staffing CPD;
- f) To ensure that the Headteacher has an annual performance review.

Teaching & Learning

- a) To make recommendations to the governing body and review the school's curriculum statement as required, in the light of the LA curriculum statement and their statutory obligations regarding the national Curriculum.
- b) To work in collaboration with the staff to provide information to governors about how the curriculum is taught.
- c) To review the policy and provision for sex education and make recommendations where necessary
- d) To ensure that the requirements of children of all abilities are met, including SEN and Gifted and Talented
- e) To monitor and review the information about school performance and reporting to parents according to statutory requirements
- f) To contribute to the School Improvement Plan
- g) To ensure that school achievements and pupil successes are recognised and celebrated