Fulbourn Primary School
Teaching & Learning Committee
Terms of Reference 2025-2026

General Terms

- To act on matters delegated by the full governing body, as identified in the annual schedule of work.
- To liaise and consult with other committees, including the Full Governing Body, where necessary.
- To contribute to the School Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- The T&L Committee consistently maintain a focus on the schools four core values: Creativity, Courage, Curiosity and Compassion.

Quorum

- The quorum is 3, one of whom should be the Head Teacher or her delegated Assistant Head.
- Apologies should be sent by email to both Chair and Clerk of the committee in advance of a meeting.
- If quorum is not achieved, the meeting shall be postponed.

Meetings

- The T&L Committee meet at least once per term in every academic year. Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair or their deputy, 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 headteacher).
- The draft minutes of each meeting will be circulated to the committee members within two weeks of the meeting and with the agenda for the next ordinary meeting of the full governing body. The minutes will be presented at that the full governing body meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Curriculum planning and delivery

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full governing body the:
  - Self-evaluation form
  - School Development Plan
  - Targets for school improvement to the governing body
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Head Teacher/SENDCo and an annual report from the SEND Link Governor.

Assessment and Improvement

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement, and monitor and evaluate the impact of development plans which relate to the committee's area of operation.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To advise the P&R Committee on the relative funding priorities necessary to deliver the curriculum.

Engagement

- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way

Statutory Policies Delegated to the Committee

- Statutory policies delegated to the T&L Committee, on behalf of the FGB, are detailed below. These also feature within the school's Policy Schedule and the Governor's Annual Schedule of Work:
    - SEND Policy
    - Supporting Pupils with Medical Conditions Policy
    - EYFS Policy
    - RSE Policy
    - Behaviour Policy
    - Governor Statement of Behaviour Principles

- Review and have specific knowledge of policies related to learning including:
    - Our Approach to Learning and the Curriculum
    - Our Approach to Teaching
    - Our Approach to Feedback
    - Our Approach to Assessment

Date approved: 3rd December 2025 by the Full Governing Board
To be reviewed annually