

TEACHING AND LEARNING COMMITTEE –TERMS OF REFERENCE

The terms of reference are intended to support the operation of matters delegated to the committee under general and financial schemes of delegation and in any approved policies and procedures.

Purpose

To assist the decision making of the governing body, by enabling more detailed consideration to be given to the best means of fulfilling the governing body's responsibilities to ensure there are appropriate arrangements for the planning, implementation, support, monitoring and evaluation of teaching and learning. This includes safeguarding, policy review, ensuring the publication of information and other statutory responsibilities. The scope includes the operation of the College, the Pre-School and any other responsibilities of the Trust.

Remit

To make decisions, comments or recommendations on such matters relating to teaching and learning within the schemes of financial and general delegation and in relevant policies and procedures.

Membership and Committee Chair

The Governing Body will appoint the Chair of the Teaching and Learning Committee and at least two other governors to serve on the Committee. The Principal of the College is an ex-officio member of the Committee. The agenda and relevant papers will be circulated to all governors and any governor may attend meetings of the Committee and has full voting rights. The Committee may invite other attendees as appropriate. Other attendees are not entitled to vote in any proceedings of the Committee.

Quorum

The quorum for a meeting of the Committee and any vote shall be three Governors.

Staff Members

The following are members of the Committee without voting rights:

The Vice Principal (Teaching and Learning) and Assistant Principal (Inclusion and Transition) are non-voting members of the Teaching and Learning Committee and have the lead role in the consultation with the committee Chair over agenda planning and co-ordination

Confidentiality & Conflict of Interests

The Committee may need to meet in confidential mode where the subject for consideration is the pay or performance review of any person employed to work at the College. In such cases any relevant person employed to work at the College other than the Principal should withdraw unless specifically invited to stay by the Committee to contribute to the consideration of the matter.

Committee Vice Chair

At the first meeting in each academic year, the Committee should appoint a governor to act as Vice Chair of the Committee.

Pecuniary, Business or Conflicts of Interest

Governors recognise the need to declare any interests in accordance with the Articles of Association, relevant regulations and the Governors Code of Conduct.

Decisions

The Committee will aim to make decisions by consensus. Where voting is necessary, a majority of votes cast will determine the outcome of any vote. In the event of a tied vote, the Chair of the meeting has a deciding second vote or the right of veto. When voting, the Governors will accommodate restrictions relating to avoiding influences company status.

Electronic Attendance:

Any person will be able to participate in meetings of the Committees by telephone or video conference if agreed by the Chair provided that governor participation is for the whole agenda item discussion and not just the vote; and if after all reasonable efforts it does not prove possible for the person to participate by telephone or video conference the meeting will still proceed with its business provided it is quorate.

Role of the Chair of Committee

- Ensure the business of the Committee is conducted properly and in accordance with legal requirements
- Ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- In the event of urgent decisions needing to be made between meetings, in consultation with the Principal and the Chair of Governors, take appropriate action on behalf of the Committee. This may include commissioning polls for voting by e mail or in extremis taking decisions of behalf of the Committee under 'Chair's Action'
- To decide after consultation with the Principal whether any internal and/or external non voting advisors or representatives will be required to attend meetings
- To decide on the appropriate clerking arrangements for the Committee given the nature of business to be transacted.

Role of Clerk to Committee

Meetings may be clerked by any person appointed by the Committee in accordance with the Articles of Association. It is expected that the Committee will normally be clerked by a member of the College's administration team but the Chair may commission alternative clerking arrangements as above. The Clerk will provide support to the committee including:

- Make appropriate domestic arrangements for meetings including venue, catering and equipment required.
- Work effectively with the Chair and Principal before the meeting to prepare the agenda
- Encourage authors to produce agenda papers on time
- Produce, collate and distribute by e mail or other electronic communication the agenda and papers so that recipients receive them at least seven working days before the meeting

- Take notes of the committee meetings and prepare minutes, including indicating who is responsible for any agreed action
- Record all decisions accurately and objectively, including timescales and responsibilities for any resulting actions
- Send draft minutes to the Chair and Principal for consideration within 5 working days. Recipients to provide any comments and feedback within 3 working days of receipt of the draft minutes.
- Circulate the draft minutes to all governors and applicable parties within 2 working days of receiving feedback from the recipients
- Advise absent governors of the date of the next meeting and/or changes to the calendar of meetings
- Work with the Company Secretary to ensure a file of signed minutes, is kept as an archive record, and ensure that signed copies of all minutes and papers discussed are available at the school for public access where applicable
- Manage and maintain a log of current and outstanding actions agreed by the Committee, showing current status, responsible persons, target dates and due dates / completion dates – this includes pro-active management of outstanding actions with those responsible to ensure actions are expedited appropriately

Role of Principal

- Provide assistance and advice to the Committee
- Attend meetings of the Committee
- Secure the assistance and attendance at meetings of other staff where appropriate
- Ensure that the College has secured appropriate external advice so that the work of the Committee is in accordance with statutory requirements, agreed policies and best practice

Frequency of Meeting

The Committee will meet at least termly

Terms of reference last reviewed and approved by: Full Governing Body on 26 September 2015