



St Paul with St Luke CoE Primary School

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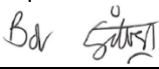
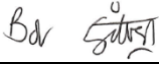
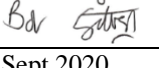

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Headteacher: Ms Nicola Horton

Terms of Reference School Improvement Committee

~~2020-21~~ 2022-23

Version no	Amendments	Approval date
2	No changes	Sept 2017 
2	No changes	Sept 2018 
2	No changes	Sept 2019 
2	No changes	Sept 2020 
		Sept 2021

Terms of reference for the School Improvement Committee

Membership

- The Governing Body will determine the membership, proceedings and terms of reference of any committee, and must review these annually.
- The membership of the Committee may include associate members, provided that a majority of members of the committee are governors.
- The Governing Body will appoint to the Committee a chair and a clerk.
- The Governing Body will appoint an independent professional clerk for the Committee.
- Although not a member, the headteacher is entitled to attend all committee meetings.

Quorum

- The quorum of the Committee is as a minimum not less than three governor members of the Committee.

Meetings

- The Committee is free to determine how often their Committee meets – with a minimum of 3 times a year.
- Committee meetings will not be open to the public and minutes shall be made available with the exclusion of any data deemed by the Committee to be confidential.
- 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 headteacher/principal).
- The draft minutes of each meeting will be circulated within 2 weeks of the meeting and will be presented for approval at the next full Committee meeting by the chair
- 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.

Leadership and Management

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full governing body the: self-evaluation form, school improvement plan, targets for school improvement to the governing body.
- To set priorities for improvements, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- 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 monitor and evaluate the effectiveness of leadership and management.
- To monitor and evaluate the impact of continuing professional development on improving staff performance.
- 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 advise the resources committee on the relative funding priorities necessary to deliver the curriculum.

- To monitor the school's publicity, public presentation and relationships with the wider community.
- To ensure that the distinctive Christian nature of the school (as a Church of England school) is continually evident and clear to everyone.

Teaching, learning and Assessment

- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.

Outcomes for pupils

- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.
- 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 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/SENCO and an annual report from the SEN governor.
- To identify and celebrate pupil achievements.

Personal development, behaviour and safety.

- To ensure that all children have equal opportunities.
- To ensure that pupils skills, knowledge and understanding are developed effectively in the areas of social, moral, spiritual and cultural education (SMSC) as well as British Values.
- To oversee arrangements for education visits, including the appointment of a named co-ordinator.