

HILLYIFLED PRIMARY ACADEMY

Terms of Reference

Achievement and Attainment Committee

HILLYFIELD ACADEMY



To be reviewed: **ANNUALLY**

- Membership:** (To be established by the Governing Board)
- (a) Three governors, the head teacher and the heads of school. Where the head teacher is not a governor, they may attend all meetings.
 - (b) The committee may make recommendations to the full governing Board about co-opting additional, non-voting members
 - (c) Voting rights may be conferred on non-governor members by the full governing Board
- Quorum:** A quorum for this Committee shall be three governors.
- Chair:** The Chair of the Committee will be appointed at the first meeting in each academic year, unless one has been appointed by the Local Governing Board.
- Meetings:** As required to effectively carry out duties but at least 1 per term.
- To be arranged by full local governing Board/to be arranged by committee members through Chair of the committee (optional). All meetings to be minuted for reporting back to the full governing Board except where there are confidentiality issues, e.g. in a disciplinary case, when only the decision is to be reported back.
- Clerking Arrangements:** The Clerk to the Governors shall take the minutes of each Personnel Committee meeting. The minutes of the Pay Committee meeting shall be submitted to the Headteacher and the Chair of the Committee within five working days of the meeting. *It is not advised that a member of staff of the school is permitted to record the decisions taken at these meetings.*
- Agenda:** To be set by the Committee Chair and Headteacher in consultation with the Clerk to Governors. The meeting's agenda and related papers must be circulated to all committee members at least seven days prior to the meeting.

HILLYFIELD ACADEMY



Terms of Reference and Delegated Powers:

- To oversee the delivery of the National and wider curriculum at the school.
- To make recommendations on the delivery of the curriculum where appropriate, with the assistance of the head and staff.
- To review, monitor and make recommendations on the policy and provision of collective worship and religious education.
- To review, monitor and make recommendations on the sex education policy and provision.
- To ensure that the equal opportunities policy is adhered to in all areas of teaching, with attention to gender, race, sex, age and class.
- To ensure that the Special Educational Needs policy is adhered to so that the requirements of children with special needs are met by the school.
- To make recommendations to the Resources Committee about cost implications of delivering the curriculum, especially in relation to the annual budget.