

## **SCARCROFT PRIMARY SCHOOL GOVERNING BODY**

### **TERMS OF REFERENCE – MONITORING COMMITTEE**

#### **Membership**

- (a) The committee will be made up of four or more members, one of whom will be the Headteacher, or in her absence, the Deputy Head.
- (b) The committee will report back to the Full Governing Body via the minutes about matters relating to attainment and progress.
- (c) The committee will seek to include membership from across a range of other sub-committees, including Inclusion and Extended Services in particular.

**Quorum**            Three governors including the Headteacher, or in her absence, the Deputy Head.

**Meetings**         A minimum of three times per year, with additional meetings if required.

#### **Terms of Reference**

1. To examine and analyse an Annual Monitoring Booklet prepared by the Headteacher, outlining performance across the school.
2. To utilise a range of data to benchmark the school's performance against that of other schools nationally and locally (e.g. raiseonline, CYC Quickdata, Governor Data Dashboard).
3. To examine and analyse internal data about the in-year progress of pupils across the school.
4. To examine and analyse data relating to the performance of disadvantaged pupils and other groups across the school (e.g. Pupil Premium, FSM, EAL, girls/boys, SEND, Most Able).
5. To probe and question the Headteacher about actions being taken by senior leaders and teachers in response to the findings from data analysis.
6. To hold the school to account for any areas of concern evidenced by the data trawls, by external reports, or by the Headteacher.
7. To share key messages with the Full Governing Body, highlighting any areas of strength or weakness.

## Administration

8. **Appointment of Chair:** the Committee will elect a Chair at the first meeting of each academic year.

9. **Appointment of Clerk:** at the first meeting of the school year the Monitoring Committee will propose a clerk, to be ratified by the Full Governing Body at its next meeting. The Committee Clerk will send a copy of the minutes to the Committee Chair for approval, prior to submitting them to the clerk of the Governing Body.

10. **Preparation of agendas and papers:** this will be done by the Headteacher, who will draw up the agendas and issue the required papers for each meeting.

11. **Minutes:** approved minutes of the meetings of the committee will be submitted to the clerk of the Governing Body as soon as possible after each meeting. The Clerk of the Committee will be responsible for circulating copies to each member of the Monitoring Committee by email. A signed copy of the minutes will be placed in the Committee File held in the school office.

12. **Raising concerns about performance:** all governors will be provided with any Notes of Visit from external monitoring meetings e.g. visits from any member of the Local Authority team, including the school's appointed 'York Challenge Partner'. This will ensure that any issues raised by such notes of visit can be placed on the agenda for discussion. All members of the committee also have the right to request an item to be placed on the agenda of the next meeting.

13. **Sharing information:** the Chair of Governors, along with all other governors, will receive copies of the minutes from all Monitoring Committee meetings, together with a verbal update by the Committee Chair within Full Governing Body meetings, outlining important headline messages and identifying any steps that governors need to take as a result.

November 2015