

Thorndown Primary School & Thorndown Pre-School Governing Body Learning & Development Committee

Terms of Reference and Standing Orders

1. Membership

The following full Governors are members: Headteacher, Lisa Johnson, Peter Smith, Emily Broadhurst, Nick Drury, Heather Wood, Amy Pettitt and Ayden Duffy.

The following are Associate members: None

Associate members cannot vote.

2. Quorum

The quorum is 4.

3. Meetings

Members of the Committee are entitled to seven days' notice of a meeting and to receive an Agenda. A shorter timescale may be given if the Committee Chair decides the issue needs urgent attention. The meetings will be clerked by Camclerks.

Other members of the Governing Body may attend any meeting of any Committee, but they may not vote.

4. Chairmanship

The committee will be chaired by Peter Smith.

The Chair of the Committee will normally be decided at the first meeting of the Committee.

If the Chair is absent from a meeting, a Governor may be elected to take the Chair.

5. Partnership with the Headteacher

In carrying out its functions the Committee will receive information and advice from the Headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.

The headteacher will attend all Committee meetings and is entitled to vote (unless not a Governor).

6. Standing Orders

All Committee meetings must be minuted by Camclerks service. The draft minutes will be circulated with the agenda of the next Full Governing Body meeting, and the

agreed minutes will be available on request from the school office after the next committee meeting.

7. Terms of Reference

The Committee has delegated powers to carry out the following specific tasks:

1. To agree or reject curriculum policy
2. To monitor, evaluate and review implementation of the curriculum policy
3. To make and keep up to date a written policy on Relationship Education
4. To review targets for pupil achievement.
5. To ensure that the school appoints and trains a Special Educational Needs Coordinator (SENCO)
6. To review, amend and monitor the school's SEND policy.
7. To review, amend and monitor the governing body's other pupil related policies to ensure inclusion (in regard to gender, social disadvantage, race equality, disability discrimination, religion, sexuality, age), including the accessibility plan.
8. To ensure provision of Religion and Worldview in line with school's basic curriculum. (Monitoring)
9. To agree a discipline and behaviour policy
10. To consider use of school attendance policy with regard to the use of penalty notices
11. To monitor the trends around the use of exclusion.
12. To monitor and review attendance.
13. To adopt and review home-school agreements
14. To research and review the opportunities/challenges arising from extended school provision (from a pupil learning perspective)
15. To agree schedule for school self-evaluation
16. To consider evidence and agree judgements for school self-evaluation.
17. To establish processes for tracking pupils and their performance data, and to measure the impact of pupil premium;
18. To consider the outcomes of Governor visits

In addition the Committee will:

1. Consider, as appropriate, and **make recommendations** on other related matters not specifically delegated by the Governing Body.
2. Contribute to Governing Body and School self review with particular reference to self-evaluation.
3. Plan, monitor and evaluate appropriate sections of the School Development Plan.
4. Prepare for the Governing Body any appropriate report to parents (or others) on matters relating to the work of the Committee.

Approved at FGB 1/10/2026