



Finchingfield St John the Baptist C of E Primary Academy

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Executive Headteacher: *Mr M. Walsh*

Acting Head of School: Miss M Raymond

Terms of Reference for the Teaching and Learning Council

Composition:

A minimum of four Council Members (including at least 2 parent members) elected to this council from the school community and approved by the Board of Directors.

Associate members may be co-opted in agreement with the Board of Directors.

No more than one third of the Council Members may be employees of the Trust.

The terms of office for any Council Member shall be four years, save that this time limit shall not apply to the Headteacher.

The Council may continue to act notwithstanding a temporary vacancy in its composition.

Quorum:

Meetings will not take place or continue until three Council Members are present, provided that at least one of them is a Council Member appointed by the Board of Directors (not including staff members or parent members). There is an expectation that the Headteacher or his/her representative will be part of the decision making process.

Chair:

A chair will be appointed at the first meeting in each academic year unless one has been appointed by the Board of Directors.

No person may act as Chair if they are an employee of the Trust.

Meetings:

As required in consultation with the Headteacher, but at least once a term.

The Terms of Reference will be reviewed annually.

Clerking:

Clerk to the Board of Directors.

Operational Procedure:

- The Chair of the council will approve an agenda which will be distributed with reports and supporting documents for the meeting 7 days in advance of the meeting.
- A special meeting of the Council shall be called by the Clerk whenever requested by the Chair or at the request in writing by any 3 Council Members. Where there are matters demanding urgent consideration, the Chair, or in his/her absence the Vice Chair may waive the need for seven days' notice of the meeting and substitute such notice as he/she thinks fit.
- Apologies must be sent in advance to the Council Chair and Clerk.

- Within 7 school days of the meeting, draft minutes to be written by the Clerk and sent to the Headteacher and Chair of the Council, and once approved, circulated to all Council members and the CEO.
- Minutes will state who is responsible for any agreed actions and when to report back.
- Approved minutes, will then be tabled on the agenda of the next Board of Directors meeting and presented by the CEO.
- The CEO and Chairman of the Board of Directors may attend the meeting with full membership rights.
- Every matter to be decided at a meeting of the Council must be determined by a majority of the votes of the members present and voting on the matter.
- Each Council Member present in person shall be entitled to one vote.
- Where there is an equal division of votes, the Chair shall have a casting vote.
- A Council Member may not vote by proxy.
- A register of attendance shall be kept for each Council meeting and published annually.
- The Council may invite attendance at meetings from persons who are not Council Members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

Conduct of Council Members

All Council Members shall observe at all times the provisions of the Code of Conduct.

Review Arrangements:

The purpose and function of the Council will be reviewed annually at the Board of Directors meeting.

Responsibilities:

1. To consider all detailed matters related to the pupils' welfare, education and social well-being.
2. To monitor and support school developments in curriculum matters and ensure that all pupils gain access to a curriculum which is balanced and broadly based and promotes the spiritual, moral, social, cultural, mental and physical development of the pupils.
3. To consider the school curriculum in relation to the National Curriculum.
4. To monitor the activities relating to the assessment, statementing and review of children with special educational needs and disabilities.
5. To review policy documents relating to the curriculum and the teaching and learning within the school.
6. To monitor the curriculum related aspects of the school improvement plan so that it is aware of, and can therefore support, the areas identified as priorities.
7. To review and analyse the performance of the school, against national and local indicators.
8. To agree, in consultation with the Headteacher, targets for the achievement of pupils at the end of

Key Stage 2.

9. To ensure that, in consultation with the Headteacher, those responsibilities laid down under relevant Education Acts relating to the Conduct of the School and Curriculum are being met.
10. To receive a termly report from the Headteacher on the quality of teaching and learning relating to all pupil groups and effective deployment of personnel.
11. To ensure the school fulfils all safeguarding duties, and to monitor and review their implementation.
12. To monitor the impact of Pupil Premium and PE & Sports funding on the achievement and progress of pupils.
13. To monitor and assist in the following:
 - the management of delegated spending pots in the budget;
 - the assessment arrangements for pupils at the end of each key stage;
 - reporting arrangements to parents/carers;
 - religious education and collective worship;
 - race equality;
 - sex and relationship education;
 - school prospectus;
 - educational visits;
 - school meals;
 - school uniform;
 - pupil disciplinary matters;
 - other pupil related matters deemed appropriate.
14. To consult with the Headteacher, pupils, staff, parents/carers, the community and relevant bodies, as appropriate, in order to maintain an oversight in, and review of, any of the above.
15. To deal with any matters that may be referred to the council by the CEO or the Board of directors.

Council Members' Interests

Council Members are required to declare any business or other interests in any item being discussed at a meeting.

Council Members, if present at a Council meeting, disclose their interest, withdraw from the meeting and not vote on a matter if:

- there may be a conflict between their interests and the interests of any of the academies or the trust
- there is reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required, or
- they have a personal interest (this is where they and/or a close relative will be directly affected by the decision of the Council in relation to that matter) in a matter.

Disqualification and Removal of Council Members

A person shall be ineligible for appointment to a Council and, if already appointed, shall immediately cease to be a member if the relevant individual:

- is or becomes disqualified from holding office under the Articles of Association
- is or becomes disqualified from holding office as a governor of a school or academy
- is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is or becomes bankrupt or makes any arrangement or composition with his/her creditors generally; or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced
- is convicted of any criminal offence (other than minor offences under the Road Traffic Acts or the Road Safety Acts for which a fine or non-custodial penalty is imposed or any conviction which is a spent conviction for the purposes of the Rehabilitation of Offenders Act 1974)
- has been fined for causing a nuisance or disturbance on school/academy premises during the 5 years prior to or since appointment or election as a Council Member
- refuses to an application being made to the Disclosure and Barring Services (DBS) for a criminal records check
- commits a serious breach of the code of conduct or any standing order or protocol implemented by the board of trustees
- in the case of a Council Member, is absent without the permission of the Council Members from all their meetings held within a period of six months and the Council Members resolve that his office be vacated
- resigns his/her office by notice in writing to the chair
- in the case of a Headteacher/Head of School, they cease to be the Headteacher/Head of School
- in the case of a Council Member, their term of office expires and they are not re-appointed

The Directors shall make the right, at their sole discretion, to remove or suspend (on such terms as they see fit) any Council Member by written notice to the chair.