

## TERMS OF REFERENCE – PERFORMANCE COMMITTEE

Responsibility of	Performance Committee
Reviewed	Annually

### MEMBERSHIP

- The Committee shall be composed of at least FOUR Governors, ideally ONE of whom shall be a member of staff
- A member of the Senior Leadership Team nominated by the Headteacher (typically the Deputy Headteacher) should ideally also attend
- The Chair of the Full Governing Body and the Headteacher have the right to attend in an *ex-officio* capacity
- With the approval of the Full Governing Body the Committee may co-opt non-voting members to provide necessary or advantageous specialist knowledge
- Committee members will normally be appointed at the beginning of each academic year and shall serve a for minimum of 1 year

### QUORUM

The quorum shall be THREE members.

### VOTING RIGHTS

Only members of the committee who are full Governors may participate in votes undertaken by the committee.

### MEETINGS

The Committee shall meet at least once (typically twice) per term on the College premises

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To advise and/or make recommendations to the Governing Body and/or other Committees on pertinent matters such as those listed below, relating to the delivery of education and student achievement. As a College we wish to develop responsible citizens, who are confident, successful learners resilient to setbacks.

- To consider available data relating to student attainment such as:
  - Attitude to Learning and Learning Zone scores
  - Progress measurements across the College
  - GCSE prediction data (leading indicator) and actual results (lagging indicator)
  - Raise On-line, FFT, DfE Performance Tables and KS2 data
  - Attendance and Exclusion statistics
- To consider available data relating to staff performance such as:
  - Staffing structure
  - Staff professional development
  - Lesson Observations
- To review Performance related aspects of the College Improvement Plan (CIP) annually
- To monitor the provision for special groups (e.g. SEN, Pupil Premium, Gifted & Talented, Looked After Children etc.)
- To establish and monitor Governor / Department link arrangements

- To review and approve College Policies as allocated to the Committee by the Governing Body

	<b>Standing agenda (target duration 2 hours)</b>	<u>Duration<sup>1</sup></u>
1	Welcome / Apologies	5
2	Declaration of Pecuniary or Other Interests	
3	Notification of business not on the published agenda ( <i>address under item 9</i> )	
4	Minutes of previous meeting: approval and matters arising	5
5	Performance Review – Student Focus. For example and as available: <ul style="list-style-type: none"> <li>• Open forum discussion with a Progress Leader (one per term)</li> <li>• Attitude to Learning and Learning Zone data</li> <li>• Pupil progress data (all levels including KS4 progress to GCSEs)</li> <li>• Attendance and Exclusion statistics</li> <li>• Gap closure targets (G&amp;T; boy/girl; PP)</li> </ul>	60
6	Performance Data Review - Staff Focus. For example and as available: <ul style="list-style-type: none"> <li>• Staffing structure</li> <li>• Staff Development Plan</li> <li>• Lesson Observation Feedback</li> </ul>	15
7	Reports. For example and as available: <ul style="list-style-type: none"> <li>• SEN</li> <li>• Link Governor Reports</li> </ul>	15
8	Policy Reviews (per schedule – see next page) <sup>2</sup>	0
9	Items not on the standing agenda	10
10	Meeting Self Assessment <ul style="list-style-type: none"> <li>• Have we fulfilled our role as Governors ('Critical Friend')</li> </ul>	5
11	AOB	5
12	Date of next meeting	

1. *Timings for guidance – as not all agenda items may be applicable and time can be reallocated as appropriate*
2. *There is currently a Policy Committee and consequently Policy reviews tend not to come to the Performance Committee at present*