Bushey Heath Primary School
School Improvement Terms of Reference

A vibrant school inspiring children to realise their potential

SCHOOL IMPROVEMENT COMMITTEE

1. Membership and Chairing

- The governing body determines the constitution, membership and terms of reference of any committee it decides to establish and reviews them annually.
- A chair must be appointed annually by the governing body or elected by the committee, as determined by the governing body. In the absence of the chair the committee must appoint a chair from its members.
- No person employed at the school may act as chair to any committee.
- Membership of a committee may include persons who are not governors and their entitlement to vote is to be determined by the governing body. However, the majority of members must be governors. Non-governors may not act as chair of a committee.
- A clerk must be appointed to all committees by the governing body.

2. Voting and Quorums

- Only governors and associate members can vote. No vote may be taken at any meeting where associate members outnumber governors.
- The committee quorum is three governors.

3. Functions

- The committee will consider matters as set out in its terms of reference or as requested by the governing body, taking advice as appropriate.
- Each committee will recommend the powers that should be delegated to it by the governing body. The governing body will modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for that committee.
- For committees other than the Finance Committee, decisions, which require a spending commitment over and above agreed budget provision, must be referred to the Finance Committee.

4. Procedures and Training

- The membership of the committee will be determined at the first meeting of the governing body in the autumn term. Casual vacancies will be filled at the first available governors' meeting. The terms of reference of the committee will be reviewed annually.
- The normal procedures and regulations of the governing body also apply to its committees.
- Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

TERMS OF REFERENCE

The school curriculum comprises all teaching, learning and other experiences that each school provides for its pupils. The range of responsibilities for the curriculum are shared between the head teacher, the governing body, the LA and the Secretary of State for Education. The SI committee has the responsibility for monitoring leadership and management, pupil achievement, standards of teaching and learning, reviewing the assessment policy, the school visit policy and the school's provision and policy on sex education, collective worship and RE. It should also monitor provision for pupils with special educational needs or exceptional ability.

- To consider and advise the governing body on standards and other matters relating to the school's leadership and management, achievement, teaching and learning, behaviours, curriculum, including statutory requirements and the school's curriculum requirements.
- To monitor the School Development Plan & take an active role in the school's self-evaluation process, by supporting and challenging the school in their actions for improvement.
- To monitor the school's progress against key targets and actions for improvement.
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named coordinator.

Date Policy Reviewed/Amended:	October 2026
Chair of Governors:	James Hughes
Headteacher:	Penny Barefoot
Review Date:	October 2027
Reviewed by:	Full Governing Board