



**St. Catherine's VC C of E Primary School  
Terms of Reference (draft)  
School Improvement Committee**

Date of Approval: Autumn 2025

Date of Review: Autumn 2026

- To consider and advise the governing board on standards and other matters relating to the school's curriculum, including statutory requirements, e.g. Ofsted/SIAMS Inspections and the National Curriculum.
- To monitor the implementation of the annual School Development Plan (SDP) and monitor actions/impact
- To monitor the implementation of the annual Self Evaluation Form (SEF)
- To receive termly updates on the Christian Distinctiveness of the school and SIAMS SEF
- To monitor and scrutinise data on pupil progress and attainment for all pupils.
- To monitor the impact of the Pupil Premium Grant (PPG) and the Sport Premium Grant (SPG) interventions
- To monitor individual governors' activity to undertake link governor visits in line with School Development Plan priorities
- To ensure that the needs of the all the pupils with special educational needs are met
- **NEW:** To receive update to support monitoring of Food Standards
- To ensure policies delegated to this committee and due for review are included on the agenda ahead of approval in line with policy timetable (on GovernorHub)
- To set, in consultation with the Headteacher and staff, statutory targets and to monitor non-statutory targets set by the school
- To receive Subject Leader reports/presentations termly supporting committee's understanding of how the curriculum is taught, evaluated, received and impact.
- To promote a positive whole school approach to pupil welfare
- To review school policies supporting pastoral care and pupil welfare
- To keep under review staff work/life balance, working conditions and well-being including the monitoring of absence
- To monitor the school website for ensuring it meets statutory legislation
- To receive SATs data for 2025/26 (last meeting of academic year)

**Additional information:**

- Chair to be appointed at first committee meeting of academic year.
- Committee will meet at least 3 times per academic year (at least 2 weeks in advance of full governing board meetings)
- All members of the Committee are entitled to vote. The Chair does not have a casting vote. Non-governors, either co-opted or visiting are not entitled to vote.
- In line with the annual planner, the agenda will be drafted by the Chair of Committee and shared with the Head/SBM for review at least 2 weeks prior to the meeting
- The Chair of Committee will post the agenda on GovernorHub 7 days before the meeting date, and the 'governor nominated to take the minutes' will send the

draft to Head and Chair\* (\*if not the nominated person) for sign off in draft. The Chair of the Committee is responsible for filing the minutes on GovernorHub and posting a message confirming draft minutes available for viewing

- Summary headlines from the Committee meeting will be shared at the following FGB meeting
- Minutes of meetings will be made to record the names of those attending, time and place, reporting, strategic governor discussions/challenge/support, action points/recommendations to be made to the Governing Board, clearly indicating decisions or recommendations
- Minutes remain in draft until signed off at the following committee meeting and are not shared outside the governing board – confidential minutes will password protected and only shared with those who took part or were eligible to take part but had sent apologies to the meeting
- The Chair of committee to keep Chair of Governors fully informed on issues that may arise

**Quorate** – at least 3 governors and Headteacher