**Pope Paul Catholic Primary School**

**School Improvement Committee (SIC) Terms of Reference 2020/2021**

1. To support the priorities in the School Development Plan;
2. To review the School’s Self Evaluation Form at least once a year;
3. To receive reports from senior management and subject leaders which allows the SIC to monitor and evaluate the curriculum;
4. To receive reports (e.g. JARV) on pupil progress and attainment
5. To ensure that the needs of the pupils with special educational needs are met;
6. To evaluate the impact of Pupil Premium and Sport funding;
7. To agree statutory targets for student attainment for recommendation to the Governing Body;
8. To support the headteacher with personnel matters;
9. To review and recommend policies for ratification by the Governing Body within the following areas (this list is not exhaustive):
* Curriculum;
* Assessment;
* Special educational needs
* Attendance equality
* Behaviour;
* Looked-after children;
* Any other policies relating to teaching, learning and personnel

Covid 19: In light of the Covid 19 Pandemic, all School Improvement meetings will take place virtually in keeping with the school’s Covid 19 risk assessment. Any changes to this will be guided by any updated Covid 19 the risk assessments.

Membership: The committee will consist of the Headteacher and no fewer than five members

 elected from and by the Governing Body at its first meeting of the school year

 It may invite non-elected members and staff to attend meetings as required;

Chair: The SIC will elect a Chair from among its membership at the first

 meeting of the school year;

Voting: Only elected members have voting rights;

Quorum: Three elected members;

Frequency of meetings: Twice in any term

Agenda and minutes: The Chair will produce an agenda in conjunction with the Headteacher

 and all meetings will be minuted. The minutes will, as a minimum

 record actions and decisions. Any decisions which require a spending

 Commitment must be referred to the Resources Committee.

These terms of reference were agreed by the Governing Body in July 2018 and will be reviewed annually.

**Reviewed September 2020 Next Review September 2021**