

## DEVELOPMENT COMMITTEE

### Terms of Reference

**Membership** – The Development Committee (DC) will consist of at least 4, preferably 6, governors as members to be appointed at first Full Governors' meeting of the academic year.

The Chair is to be elected at the first Full Governing Body (FGB) meeting of the academic year by show of hands unless one or more members request a secret ballot.

The Clerk to the Governors will be responsible for convening DC meetings, issuing agendas and compiling minutes. The meetings will be administered in the same way as for the Full Governing Body meetings.

The committee may have, in addition, such non-voting members as the FGB shall appoint.

The FGB may remove or replace a member of the committee at any time.

**Quorum** – Three members of the DC will form a quorum.

**Reporting** – The minutes of committee meetings will be distributed ahead of the next FGB meeting.

**Meetings** - The committee shall meet at least once per term or otherwise as required.

**Responsible for –**

- (a) Monitoring key strategic developments within the school
- (b) Overseeing school information

**Accountable to** – The FGB, which is informed of all monitoring activity and other business decisions and recommendations arising through circulation of the committee meeting minutes and the presentation of a DC item at FGB by the committee Chair.

The committee agrees that all governors will be trusted to declare any personal interest in agenda items for committee meetings and full governor meetings and therefore this will not be an agenda item.

**Duties & Responsibilities –**

#### **School strategic development**

1. The committee will monitor governor oversight of the School's Learning Development Plan (LDP).
2. Each LDP area will be monitored by a designated governor at least twice a year, on a rolling and cumulative basis. Monitoring reports will be entered directly into the governor monitoring platform for evaluating school performance against Ofsted and other development related criteria. Reporting will be reviewed by the committee on a regular basis as set out in the LDP.

#### **School Information**

1. The committee will monitor headline figures for pupil attendance and pupil premium against local, regional and national averages.
2. The committee will oversee that the contents of the school website to ensure they comply with DfE expectations and good practice. Where content is identified as missing or out-of-date, this will be raised with the Head teacher.

**Disqualification**

The Head teacher, if he/she has chosen to be a governor, cannot be counted for the purpose of a quorum and cannot vote.

**Terms of Reference established in April 2022**

Signed

Chair of Governors

**Committee Members**

Name		Date Originally Appointed
Jill Clough		Feb 2022
Lucy Gibson		Nov 2023
Martin Shufflebottom		Sept 2023
Alan Whitmore		Sept 2023
Debbie Aitchison		Jan 2024
Peter Halsall		Sept 2025
Ana-Maria Guzman		Sept 2025