TERMS OF REFERENCE
FOR THE SECONDARY STANDARDS COMMITTEE
FOR THE GOVERNING BODY OF HAMPTON COLLEGE

Approved by the Governing Body on: **1 October 2026**

Signed by the Chair of Governors: K. RIGBY

Membership The committee shall consist of no less than three governors, one of which should be the Head of School (Secondary Phase) or the Headteacher's nominated representative. The members of the committee shall have voting rights and the quorum shall consist of two governors plus the Head of School (Secondary Phase). The Deputy Head of School will be an Associate member of the committee.

Governors other than those appointed to the committee may be invited to attend, though not as voting members.

Other persons providing advice and support to the Governing Body may be invited by the Chairperson and attend either regularly or occasionally but will not have voting rights.

Chair The Chair shall be appointed annually by the committee after governors have elected members of the committee at the start of each academic year. This shall not be a governor employed by the college.

Quorum The quorum for all business of the Standards Committee will be 50% plus one governor of the total number holding office on the date of the meeting.

Meetings The committee shall meet once a term, otherwise as necessary. The meetings will normally be clerked by the Clerk. Agendas and papers related to each meeting should be distributed to committee members at least seven clear days before meetings and minutes should be prepared by the Clerk as soon as possible after themeeting and sent to all members of the governing body. In voting matters the Chairperson shall have the right to use a casting vote.

DECLARATION OF INTERESTS

Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

Standards Purpose

The purpose of this document is to set out how this Governing Body, within its overall responsibility will allocate it's responsibilities to the Secondary Phase Standards Committee and to the Head of School (Secondary Phase).

TERMS OF REFERENCE

- To provide guidance and assistance to the Headteacher, and the Governing Body, in any curriculum matters relating to the Secondary Phase.
- To monitor pupil attainment and receive regular reports on the analysis of test and assessment results.
- To agree and monitor teaching and learning policy and provision.
- To agree and monitor targets for pupil achievement.
- To review and monitor Behaviour Management.
- Monitor the achievement of disadvantaged groups and the impact of policies on race, SEN, Looked After Children and Disability on pupils, parents and communities.
- Ensure that every child receives the full statutory curriculum that the school must provide.
- Ensure that a report on each pupil's educational achievements is forwarded to their parents/carers annually.
- Set attendance targets and monitor the school's performance against these targets.
- Ensure the school has a curriculum policy that meets pupils' needs.
- Ensure the school has policies on Race and Disability Discrimination.
- In general terms, monitor teaching and learning and the progress of pupils.
- Monitor the provision of extra-curricular activities including overnight stays provided to encourage recreation and social development.
- Ensure the quality of education, teaching and learning
- Plan to raise standards of achievement and monitor the school's performance.
- Consider out-of-hours provision (wrap around provision, study support, extended schools).
- Ensure that the 14-19 curriculum is broad-based and provides for vocational training as well as academic qualifications.
- Ensure that all pupils have access to careers advice.
- Ensure the school works well with its community, parents and other schools.
- Ensure the school meets the requirements of the SEN and relevant disability legislation.
- Ensure the school works effectively with other agencies to support vulnerable children and their families.
- To contribute and to monitor the School Improvement Plan and the post Ofsted inspection action plan.
- To be familiar with the school’s Self Evaluation Form
- To oversee curriculum development, longer term planning and resourcing in the context of the School Development Plan/School Improvement Plan and of the policies and objectives of the college, and to advise the Governing Body as appropriate.
- To review and monitor policies and documents for the Secondary Phase and make any recommendations for change to the Governing Body.
- To review, at the first meeting in each academic year, the Terms of Reference, and make any recommendations for changes to the Full Governing Body.

PARTNERSHIP WITH THE HEAD OF SCHOOL

In carrying out its functions the committee will receive information and advice from the Headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.

The Head of School is entitled (but not obliged) to attend all committee meetings and is entitled to vote. If the Headteacher is unable to attend but sends a representative, this person can contribute to the discussions but cannot vote.

REVISION

These powers will be reviewed and agreed or amended annually at the Autumn Term meeting of the Full Governing Body.

ToR Review Date: October 2027