



George Stephenson
High School

POST 16 COMMITTEE

Governance	All Committees Governing Body
Policy Officers	Headteacher Assistant Headteacher
Adopted Date	March 2019
Review Date	March 2019
Next Review Date	March 2020

George Stephenson High School and Longbenton High School – NE12 Sixth Form

TERMS OF REFERENCE

General Terms

To act on matters delegated by the full Governing Body.

To liaise and consult with other committees where necessary.

To contribute to the School Improvement Plan.

To consider safeguarding and equalities implications when undertaking all committee functions.

Membership

Up to 3 Governors per school plus the Headteacher of each school.

Quorum

Three Governors.

Conflict of Interest

An employee should withdraw from discussion when the subject for consideration is the pay or performance of that employee or another member of staff.

Meetings

The Committee shall meet once per term.

The Governing Body is free to determine how often the committee meets and may delegate this to the committee.

Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.

The committee shall choose a clerk for that meeting from among their number (someone who is not the Headteacher)

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Governing Body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).

Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are Governors.

Terms of Reference

- To ensure the Post-16 curriculum is broad and balanced, complies with legislation and provides wide range of subjects, preparing pupils for the opportunities, responsibilities and experiences of later life in modern Britain.
- To review progress on a regular basis against the priorities of the Post-16 Development Plan.
- To review, analyse and report on progression, recruitment and retention between Key Stage 4 and 5 and in relation to assessment/achievement data in consultation with the Headteachers and appropriate staff members.
- To use data available to help to understand trends, strengths and weaknesses and to support improvement. This will involve looking at the data collectively as two schools at times but also as individual schools. This will take place in the Autumn Term.
- To monitor and evaluate pupil performance using comparative data and tracking systems. This to include subject level data so that Governors can challenge departmental performance.