

Governing board of Alcester Academy

Quality of Education / HR Sub Committee 2025-2026

## Purpose

To take a strategic role in ensuring that the school:

- continuously provides high quality teaching and learning which meets the standards set by DfE, Ofqual, Ofsted and Teachers' Standards which leads to the highest possible levels of attainment and progress for all pupils.
- supports best HR practice and complies with legal requirements in the recruitment, deployment, retention, reward and development of all staff employed at the school.

## Terms of Reference

### Quality of Education:

- To advise and keep under review and report on a strategy which will enable the full governing body to understand how the whole school is improving against the OFSTED framework, namely Quality of Teaching, Learning & Assessment and Outcomes for Pupils.
- To advise on the content, monitor and report progress on aspects of the School Development Plan/Academy Improvement Plan relating to quality of learning
- To carry out the governing body's responsibilities in relation to target setting, progress and attainment, including monitoring student progress and attainment against set targets.
- To ensure the academy delivers a broad and balanced curriculum as outlined by the DfE in response to the needs of all learners.
- To carry out the Governors' responsibilities in relation to students with additional needs; to include SEND (Special Educational Needs and Disabilities) and provision for most able students.



**Human Resources:**

- To prepare and keep under review the HR aspects of the School Improvement Plan including identifying and agreeing key areas, as agreed with the Headteacher
- To review and monitor the staffing structure and, where appropriate, work with the Headteacher, Chair of Governors and the Committee Chairs to agree any proposed changes to the structure.
- Keep under review and advise on the implementation of any agreed structural changes, staff development activity including CPD for all teaching staff, appraisal cycle including any emerging performance issues which may or may lead to the application of the Capability policy
- Monitor application of the teacher's Pay Policy, as a result of outcomes from Appraisal. Liaise with Chair of Finance Committee and advise Governing Body on financial impact.

**Overarching:**

- To make recommendations to the full governing body on policies relating to all the policies at **section** below concerned with the Quality of Education and Human Resources

**Membership:** Governors: Martin Brown (Chair), Carole Hodgetts, Jane Austin, Rob Jones

**Present:** Nick Cooke, Charlie Mckenzie.

**Clerk:** Stephanie Hall

**Quorum:** Three governors.

**Meetings:** The committee will meet at least three times a year. Minutes of the committee's meetings will be shared with the board and made available to the public.

**Policies and compliance:** The committee will review and ratify:



<ol style="list-style-type: none"><li>1. Access Arrangements</li><li>2. Admissions Policy</li><li>3. Appraisal</li><li>4. BTEC Internal Verification</li><li>5. Capability</li><li>6. Careers</li><li>7. Complaints</li><li>8. Curriculum</li><li>9. Data Protection (Exams)</li><li>10. Disability Policy (Exams)</li><li>11. Distance Learning Strategy</li><li>12. Equal Opportunities</li><li>13. Equality</li><li>14. Examinations</li><li>15. Exams Archiving</li><li>16. Feedback &amp; Marking</li><li>17. Homework</li><li>18. Lesson Observation</li><li>19. Literacy</li><li>20. Managing Absence</li><li>21. Most Able</li><li>22. Non-examination Assessment</li><li>23. Numeracy</li></ol>	<ol style="list-style-type: none"><li>24. NQT Induction</li><li>25. Presentation of Students' Work</li><li>26. Safer Recruitment</li><li>27. SEND (also reviewed by B&amp;A sub-com)</li><li>28. Social Media for Parents</li><li>29. SMSC</li><li>30. Special Consideration</li><li>31. Staff Training &amp; Development</li><li>32. Teaching &amp; Learning</li><li>33. Whistleblowing</li><li>34. Word Processor Policy (Exams)</li><li>35. Adverse Weather School Evacuation Procedure</li><li>36. Appeals against internal assessment decisions (Exams)</li><li>37. Catch up funding</li><li>38. (Staff) Code of Conduct</li><li>39. (Staff) Code of Conduct (Executive Summary)</li><li>40. Complaints and appeals procedure (Exams)</li><li>41. Contingency plan (Exams)</li><li>42. Disciplinary Procedure</li><li>43. Grievance Procedure</li><li>44. ICT Acceptable Use – Pupils</li><li>45. ICT Acceptable Use – Staff</li><li>46. Privacy Notice – Pupils</li><li>47. Privacy Notice - Staff</li><li>48. Privacy Notice – Parents/Carers</li><li>49. Privacy Notice – Members/Trustees/Governors</li><li>50. Pupil Premium Statement</li><li>51. SEND</li></ol>
Approved by the governing board: 04.09.2025	



Alcester  
Academy

Adopted by the Qu of Ed committee:  
04.09.2025

Next review date: September 2026