



THE WESTGATE SCHOOL

Hampshire's First 4-16 'All Through' School

The Westgate School Nursery Committee Terms of Reference

Reviewed by FGB October 2023
Next Review July 2024

Membership

The Committee shall consist of no fewer than 4 Governors. By virtue of their office the Headteacher of the school is a governor and will be one of the governors on the Nursery committee. The Committee may invite non-voting members as appropriate and Associate Members with voting rights. Associate members can be appointed to the Governing Board to serve on specific committees, they do not have voting rights on Full Governing Board meetings.

At The Westgate School the Ofsted Nominated Person for the Nursery is the Head of Primary Phase. They have been appointed by the GB as an Associate Member on the Nursery committee to provide specific expertise and experience of the Nursery and ensure effective governance of the Nursery. The Associate member will have voting rights on the Nursery Committee.

Appointments

The Chair and Vice Chair will be appointed by the FGB either at the last or the first meeting of the academic year (or when a vacancy occurs) and will be subject to re-appointment annually.

Co-option

When appropriate the Committee should obtain experienced professional advice and may co-opt onto the Committee such assistance as appropriate. Co-opted members' attendance at and during meetings will be at the discretion of the Chair. Co-opted members do not have voting rights.

Quorum

The quorum shall be 3 members including the Ofsted nominated person responsible for the Nursery. The committee shall not meet without the Ofsted nominated person or their non-voting representative being present who is the Nursery Manager.

Meetings

The Committee shall meet at least two times a year and otherwise as required.

Key Task: To drive the strategic development and continuous improvement of the school as a place of learning.

- The committee will focus on the development and delivery of the nursery curriculum, the ethos, learning environment and the promotion of the setting.
- The committee's discussions and decisions will feed into the Nursery Specialist Team Improvement Plan and the Strategic Plan and will be guided by national and local policy relevant to the nursery.
- Ensure the Nursery Manager and Nominated Person is held accountable for compliance, standards and operation of the nursery.
- In carrying out its key task the Committee will aim as follows:

Curriculum

1. To review and monitor the curriculum offered by the nursery, to include:

Signed by Chair

Date

- a) The hearing of formal complaints about the curriculum from parents
 - b) Ensuring that the curriculum is inclusive and meets the needs of all abilities including those children with SEND (or potential SEND)
 - c) Meeting its duties under the Equality Act 2010
 - d) Meeting the standards set out in the EYFS framework
 - e) Meeting the standards set out by the LA and Ofsted
 - f) Compliant in all aspects of its practice
2. To ensure that appropriate monitoring and assessment of children's development is taking place, and procedures are in place to address issues arising.
 3. To support staff in high quality delivery of the provision, including appropriate monitoring of Performance Management and Professional Development activities.
 4. To monitor the Nursery's implementation of the Early Years Foundation Stage (EYFS) and implementation of KCSiE including any specific and additional requirements appropriate to the setting.

Promotion

5. To ensure that the community is aware of the strengths of the nursery by keeping under review:
 - The website
 - The Parent Handbook
 - The Employee Handbook
 - Nursery communication with parents, including meetings and reporting and additional events such as sports days and Partners in Learning events

Policies

The committee will monitor the implementation of the approved policies, plans and schemes set out as the responsibility of the Nursery Committee in the Governing Body's Policy Schedule and review those policies on a regular basis. Where a new policy is proposed, or significant changes are made to existing policies, these must be taken to the Governing Body for approval.

Accountability

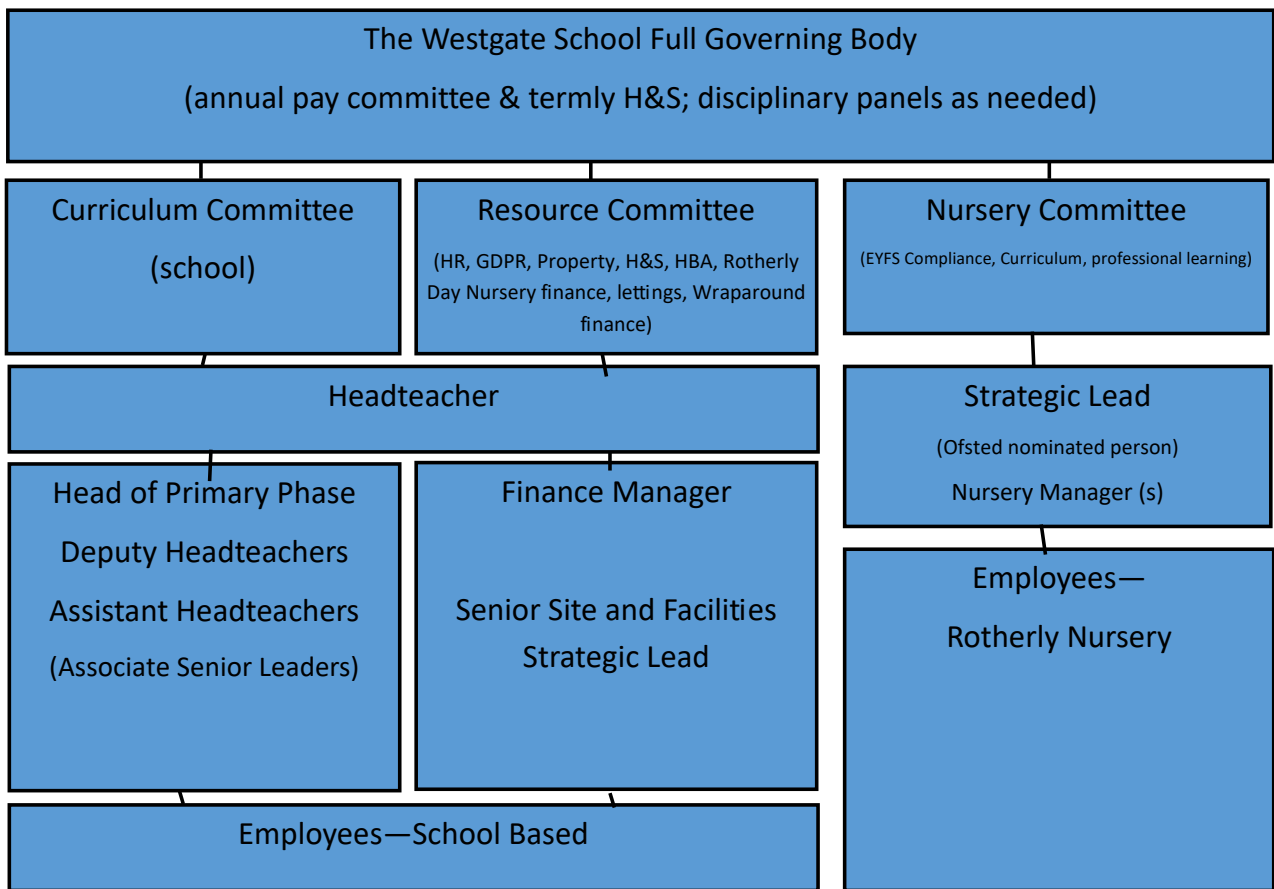
- a) The Clerk will ensure that a copy of the Minutes of each meeting are available to all Governors as soon as practicable thereafter
- b) The Chair or another member of the Committee will provide a summary of the principal matters arising from the work of the Committee to a meeting of the Governing Body at least once a term.
- c) The Committee will report from time to time as required for the benefit of other partners.

These terms of reference should be reviewed annually at the last meeting of the academic year of the Governing Body.

Signed by Chair

Date

Appendix 1 Leadership Structure



Signed by Chair

Date