



CURRICULUM COMMITTEE

Terms of Reference

Membership

The membership of the Committee shall be the Headteacher and at least two governors appointed by the Governing Body. The Committee shall have such co-opted members as the governing body shall appoint. The Committee may take recommendations for these appointments. The convenor is the Chair of the Committee.

Quorum

The quorum for meetings of the Committee shall be three governors. The committee shall not meet without the Headteacher being present or a substantive replacement nominated by him/her.

Clerking

Clerking will be undertaken by the committee.

Meetings

The Committee will meet at least once a term, in advance of the main governing body meeting, with additional meetings as necessary.

General: all committees have the following responsibilities:

- To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable the governing body to fulfil its strategic role. The committee will, in consultation with the headteacher, involve other senior leaders, as appropriate.
- To contribute to, monitor and evaluate relevant parts of the self-evaluation summary, the school development plan reporting or making recommendations to the full governing body.
- To review school policies when needed, having regard to changes in legislation and any guidance issued by the Secretary of State, reporting or making recommendations to the full governing body.
- To consider recommendations from relevant external reviews for example audit, Ofsted or local authority reviews, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
- To take appropriate action on any other relevant matter referred by the governing body.

The Curriculum & Committee will:

- Ensure on behalf of the governing body that the school's strategic responsibility to raise standards is acted upon.
- To ensure the school meets its safeguarding obligations with reference to *Keeping Safe in Education* and to ensure all members of the school carry responsibilities with respect to safeguarding and child protection.
- Review and analyse the performance of the school, against national and local indicators, and to advise the Governing Body on any action required in order to sustain improvement.
- Approve the school's curriculum statement and to ensure that its statutory obligations regarding the National Curriculum is met.

- Ensure that school's Learning Improvement Plan reflects the requirement to raise standards, and monitor and evaluate it accordingly.
- Consider curricular issues that have implications for Resources Committee decisions and make recommendations to the Governing Body accordingly.
- Monitor the implementation of any Action Plan resulting from OfSTED Inspections, in order to maintain progress.
- Establish, with the assistance of the Head and middle leaders, information about how the curriculum is taught, evaluated and resourced.
- Ensure that the requirements of pupils with SEN are met.
- Receive regular reports from the Headteacher and/or SLT on the quality of teaching and learning; identify areas for improvement, and ensure that any necessary action is taken to maximise outcomes for pupils.
- Ensure that those policies that are statutorily required are in place and regularly reviewed.
- Ensure that other relevant policies (i.e. for Teaching & Learning, Behaviour, Attendance etc.) which support learning and improvements in attainment are in place.

Records

A written record shall be kept of all proceedings of the Committee and shall be submitted to the next meeting of the governing body. All papers considered by the Committee shall be available to all governors on request. Unless otherwise stated the Committee shall abide by the rules and procedures applying to the governing body.

Notice of Meeting

The Committee shall meet at least once a term and otherwise as required. Members of the Committee shall normally be given at least seven days' notice of a meeting.

Chair

The Governing Body from among the Committee's membership shall appoint the Chair of the Committee or delegate the Committee to do so at its first meeting.