

Curriculum Committee – Terms of Reference

Updated Autumn 2023 - 2024

The Governing Board must act as a corporate board. They must act with integrity, objectivity and honesty and in the best interests of the school. They must be open about, and be prepared to explain their decisions and actions.

The Governing Board should act as “critical friend” to the Headteacher, that is to say, they shall support them in the performance of their functions and give constructive criticism.

Members	The Committee shall comprise of a minimum of three Governors. Membership will be agreed on an annual basis at the first Full Governing Board meeting.
Associate Members	Associate governors do have voting rights at this committee.
Quorum	The Quoracy for the Committee is 50% of the committee members which is 3 governors.
Meetings	At least once a term in conjunction with the Full Governing Board meeting and otherwise as required
Delegation	This Committee has Delegated Powers.
Committee Chair	To be determined by the Full Governing Board. The Governing Board can remove the Chair at any time.
Clerk to the Committee	To be determined by the Full Governing Board. The Governing Board can remove the clerk at any time
Minutes	Approved by the Committee at its next meeting. Minutes and papers to be circulated to all members of the committee one week prior to the meeting, and with the agenda/papers for the next Full Governing Board meeting, for all other Governors. Minutes to include the items discussed, decisions made and/or a record of any proposals/recommendations for the Governing Board to consider, and clear reasons for decisions taken.
Reporting Arrangements	Committee minutes will be received by the Governing Board.

Administrative Responsibilities

- Ensure there are effective clerking arrangements for the Committee.
- Ensure that the committee receives relevant, accurate, timely and user-friendly reports on agenda items seven days prior to the meeting.
- Ensure decisions, including any changes are clearly minuted.
- Ensure that declarations of pecuniary interest are recorded at each meeting.

Ensure that governors, particularly committee members, receive appropriate training.

The Curriculum Committee is responsible for the monitoring and self-evaluation of achievements and standards within, and the overall effectiveness of the school.

Areas of Responsibility:

- Curriculum delivery
- Raising attainment strategies
- The standards of teaching and learning
- Value-added and data work
- School targets
- Ofsted judgements
- Educational visits / Trip records
- RAISE online data
- Headteacher judgements
- Reports from senior and middle leaders (not an exhaustive list)

Specifically, the Committee's terms of reference are:

- To appoint a Chairperson to the Committee
- To appoint a Clerk to the Committee
- To advise the Governing Board on its statutory obligations under the National Curriculum Requirements
- To monitor the achievements of pupils in all subjects of the National Curriculum, and in all statutory, and non-statutory areas of school life
- With the assistance of staff, to provide information to the Governing Board about how the curriculum is taught, evaluated and resourced and how it meets the needs of learners
- To review Committee Terms of Reference and make appropriate recommendation to the Full Governing Board
- To review and make appropriate recommendations for the policies or provision of the following:
 - Curriculum
 - Collective worship
 - Assessment, recording and reporting
 - Marking and feedback
 - Literacy strategy
 - Numeracy strategy
 - Access arrangements (exams)
 - Disability (exams)
 - Non-examination assessments (exams)
 - Risk management controlled assessments (exams)

- Evacuation procedures (exams)
- Word processing (exams)
- Work related learning and enterprise
- To evaluate the quality of teaching and learning in school
- To monitor the effectiveness and efficiency of leadership and management within the school
- To monitor the effectiveness of the curriculum strategies within the school
- To review performance data, and any other relevant information and evidence related to standards and achievement
- To identify areas of underperformance in the school and advise the Governing Board
- To review and advise as appropriate, the Governing Board on targets, with appropriate timescales, for raising the achievement of pupils
- To contribute towards self-evaluation judgements

Associated Documents / Data (this list is not exhaustive)

ASP Data (Analysis School Performance)

National Curriculum Data

School Evaluation Form (SEF)

School Improvement / Development Plan (SIP)

Numeracy Strategy

Literacy Strategy

Ofsted judgements

Ofsted Action Plan

Section 48 (RE Inspection Judgements)

Committee Members

Mr D Grounds	Chair
Mrs A Byrne	Headteacher
Mrs L Lane	Staff Governor – Literacy Co-ordinator
Mr S Atkin	Foundation Governor
Mrs L Wooding	Foundation Governor
Mrs J Bradborn	Local Authority Governor
Mrs C Grounds	Associate Member

Reviewed Autumn 2023 - 2024

Signed (Chair)