



Curriculum Committee - Terms of Reference

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

Membership 7	To consist of at least 5 Governors, one of whom will act as chair.
Quorum	To consist of 50% members attending or more.
Chair	Elected by the Committee (to be determined by the Full Governing Board). The Governing Board can remove the Chair at any time.
Clerk to the Committee	Elected by the Committee (to be determined by the Full Governing Board). The Governing Board can remove the Clerk at any time.
Voting Rights	Voting rights for non-governors serving the Committee to be assigned and determined by the Full Governing Board.
Meetings	At least once a term in conjunction with the Full Governing Board meetings and otherwise as required.
Agendas/Papers	To be circulated to all committee members at least one week before the meeting.
Minutes/ confidential minutes	To be circulated to all members of the committee 1 week prior to the date of the meeting, and with the agenda/ papers for the next Full Governing Board meeting, for all other Governors. Minutes to include items discussed, decisions made and/or a record of any proposals/recommendations for the Governing Board to consider, and clear reasons for decisions taken.

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 managers - (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 recommendations for the Full Governing Board.
- To review and make appropriate recommendations for the policies or provision of the following:

1. Curriculum Policy
2. Collective Worship Policy
3. Assessment, Recording and Reporting Policy
4. Feedback Policy
5. Literacy Policy
6. Numeracy Policy
7. Access Arrangements Policy (Exams)
8. Disability Policy (Exams)
9. Non-examination Assessment Policy
10. Word Processing Policy
11. Examinations and Appeals Policy
12. Risk Management Controlled Assessments (Exams)
13. Evacuation Procedures (Exams)
14. Work Related Learning & Enterprise

- To evaluate the quality of teaching and learning in the 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, 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 P Murden - (Executive Principal)
Mrs A Byrne - Headteacher
Mrs L Lane - Literacy Coordinator
Mrs C Grounds – Foundation Governor
Mrs R Jones - Parent
Mr J Brooks -

Voting Rights: Voting rights in respect of this Committee are granted to the Headteacher.

Review: Signed: Date: 18.10.2018
(Chair)

Date of next review –Full Governing Board –20.03.2018

Signed: Date:
(Chair of Governors)