

COMMITTEE FRAMEWORK

HIGH ERCALL PRIMARY SCHOOL

Terms of reference for the Curriculum committee

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School/Academy Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Membership

- Membership – the membership of this committee will be **six** but is also open to all governors.
- Committees are free to determine their own quorum, but as a minimum this must be not less than three non-staff governor members of the committee plus the headteacher.
- Except for any ex officio members, members will be appointed annually at the autumn term meeting of the governing body.
- Should a vacancy arise, as successor will be appointed by the governing body at the next meeting and members so appointed will serve until the next annual review.
- The committee, when necessary, can call upon any governor, who is not otherwise ineligible, to fill any gaps in the normal membership.

Meetings

- Governing bodies are free to determine how often their committees meet – this may be left to the discretion of the individual committees and may depend on the circumstances of the school at any given time. Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher/principal).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.
- Meetings of the committee will be convened by the Headteacher and seven days notice will be given with an explanation of the purpose of the meeting. The chair of the committee may agree shorter notice as necessary on occasions.
- The committee will meet annually to review its: establishment, constitution, membership and terms of reference. It will report its recommendations to the autumn term meeting of the governing body to assist the governing body in carrying out its statutorily required annual review of committees.

Curriculum planning and delivery

- To review, monitor and evaluate the curriculum offer, including that sufficient lesson time is provided for pupils to cover the National Curriculum and to recommend to the governing body any changes required.
- To recommend for approval to the full governing body the:
 - Self-evaluation form
 - School Improvement Plan
 - Targets for school improvement to the governing body
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEN governor(where appointed).
- To ensure that the school's curriculum is compatible with the principles of equal opportunity.
- To hear complaints about the curriculum or religious education or collective worship.
- To consider, where appropriate how the school might collaborate with other providers to ensure that all pupils in the area have access to the full range of curriculum opportunities.

Assessment and improvement

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.

Engagement

- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way
- To consider and recommend to the governing body suitable arrangements to ensure safeguarding and the promotion of the health, welfare and inclusion of pupils.