

Agreed by the Curriculum and Standards Committee on Thursday, 26 September 2024.

Preesall Fleetwood's Charity Church of England Primary School

Curriculum and Standards Committee

TERMS OF REFERENCE

Curriculum Committee – Model terms of reference

The use of *italics* indicates where, if adopting these terms of reference, the governing body may wish to make an alteration. References are to the notes at the end of the document.

Membership

The committee shall consist of 7 members of the governing body¹. *The headteacher is, ex-officio, a member of the committee.*

Non-voting participants may be invited to meetings by the committee as and when required.

The committee will elect a chair from within its own membership.

The committee shall have such associate members, non-voting, as the governing body shall appoint. The committee may make recommendations for these appointments.

The membership of the committee shall be reviewed and determined annually by the governing body.

Quorum

The quorum shall be a minimum of 4 governors, including the headteacher, but excluding any associate members.

Meetings

The clerk to the committee shall be responsible for convening meetings of the committee. Procedures of any meetings held must be minuted and these minutes presented for the next meeting of the governing body.

The committee shall meet at least once a term and otherwise as required.

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Responsibilities

The main function of the committee is to support, advise and challenge the headteacher and governing body on matters concerning the school curriculum and standards, in particular:

Curriculum

1. To ensure that the curriculum provided meets the statutory requirements, including those for reporting.
2. To review the aims of the school curriculum in relation to the current statutory requirements, including those for Religious Education, Collective Worship and Sex Education.
3. To review and recommend home-school agreement to the governing body.
4. To advise on ways in which governors can be involved in curriculum aspects of the School Development/Improvement Plan and the Self Evaluation Form.
5. To prepare or review any curriculum policy document which is the responsibility of the governing body.
6. To make recommendations to the governing body on assessment policies, or arrangements.
7. To consider all the available data provided by the school and the local authority and to set and publish targets within the statutory time frames.
8. To monitor pupil progress in relation to the targets set and with specific reference to particular groups.
9. To monitor the impact of curriculum policies and planning on students' learning.
10. To contribute to the School Profile or its successor.
11. To receive reports from the nominated governors, as decided by the whole governing body.
12. To be mindful of the requirements of the Equalities Act.

Standards

13. monitor pupil progress in relation to the targets set and with specific reference to particular groups;
14. receive and critically review school performance data including that from the Lancashire School Improvement Profile, Fischer Family Trust and RAISE online;

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15. monitor the progress and evaluate the impact of the National Strategies including literacy, numeracy and ICT across the curriculum;
16. monitor the impact of curriculum policies and planning on students' learning;
17. where the school is in an Ofsted category, monitor progress in meeting the key issues identified in the Post-Ofsted Action Plan and subsequent Ofsted and HMI reports;
18. provide regular reports to the governing body on their monitoring of the Post-Ofsted Action Plan;
19. where appropriate, review and evaluate the effectiveness of Local Authority support and intervention;
20. receive regular reports from the headteacher on the quality of teaching and learning and the impact of improvement strategies;
21. monitor and evaluate aspects of the school's provision eg pastoral care, guidance and support, leadership and management and SEN and inclusion, training and professional development of staff and governors;
22. ensure members of the committee and other governors have a clear understanding of the vision and aims and strengths and weaknesses of the school so they can actively contribute to the completion of the Self Evaluation Form (SEF);
23. request and receive reports, as and when required, from key members of staff eg curriculum leaders and senior leaders;
24. ensure that committee members and other governors keep themselves informed of the key initiatives and take part in appropriate training and development activities;
25. contribute to the preparation of any appropriate action or development plans.

In determining the terms of reference for its committees the governing body must make clear decisions on membership, quorum and meetings. Some of these decisions are constrained by legislation or regulation. The notes that follow draw attention to those considerations and are referred to in the terms of reference of the committees to which they apply.

Notes

1. *Regulations require the quorum of a committee to be set, as a minimum, at three governors.*

The chair of governors does not have to be a member of every working committee. If the chair is to be given the right of attendance at a committee, that must be written in to the terms of reference.

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2. *The governing body decides how the chairs of committees will be elected. The governing body minutes and committee terms of reference need to clearly record this.*
3. *Where there are associate members with voting rights granted by the governing body, the governors must be in a majority if a vote is to be taken on any matter.*

Governing bodies need to record the reasons for giving a vote to associate members, which may be linked to their area of expertise, and should note that observers do not have voting rights.

4. *The governing body should decide whether nominated governors, such as the SEN governor, report directly to the whole governing body or through a committee.*
5. *All committees must have a clerk appointed by the governing body. It cannot be the headteacher.*

Copies of the terms of reference of committees should be available to all governors and kept both with the governing body records and the committee's own records.