

## St Paul's CE Primary School

### TERMS OF REFERENCE FOR THE CURRICULUM COMMITTEE 2016-17

#### **Purpose of the Committee**

The committee has principal responsibility for monitoring, reviewing and reporting on all matters concerned with raising standards and improving the quality of teaching and learning in the school.

#### **Specific Responsibilities**

1. To make minutes of all meetings available to the clerk for circulation with agendas and backing papers.
2. To report to the Governing Body each meeting.
3. To ensure that the school curriculum is broad and balanced and relevant to the needs of all children.
4. To ensure that the National Curriculum is delivered and its assessment procedures carried out in accordance with the legal framework.
5. To monitor, keep under review and report on student progress and achievement particularly in relation to agreed pupil performance targets.
6. To ensure appropriate arrangements are made for pupils with special educational needs.
7. To contribute to the preparation of whole school policy statements.
8. To monitor and review all curriculum related policies in line with the agreed cycle and make recommendations, where necessary, to the governing body.
9. To ensure an appropriate policy review timetable is established over a two/three year cycle, linked to the school's self review process.
10. To contribute as appropriate to the School Development Planning process.
11. To monitor and review the progress of selected key school improvement/development priorities.
12. To prepare and implement a timetable of actions for the purpose of monitoring and evaluating the implementation of the school development plan/action plan in the area of raising standards.
13. To report at Governing Body meetings on progress in implementing the monitoring policy.
14. To ensure that non-statutory targets for pupils performance are agreed and reported.
15. To ensure that the Quality Assurance Partner Report is reported to the Governing Body.
16. To receive an analysis of the RAISEonLine School Profile data and to consider the school's performance in relation to all schools, similar schools nationally and within the LA.
17. To provide information to the Governing Body, with the assistance of staff, about the teaching and evaluation of the curriculum.
18. To review the school's website and ensure that statutory requirements are met.
19. To prepare, in partnership with the headteacher, for an OFSTED/SIAS inspection.
20. To contribute to the post-OFSTED/SIAS plan.
21. To ensure parents are kept informed about key developments relating to the curriculum and provided with the necessary information on their children's progress in line with legal requirements.
22. To approve and selectively monitor off-site visits and activities of more than 24 hours involving a personal hazard.

## St Paul's CE Primary School

### TERMS OF REFERENCE FOR THE CURRICULUM COMMITTEE (Cont)

**Extent of Delegation:**

The Governing Body has not delegated any powers to this Committee.

**Membership:**

Eight Members including the Headteacher. The Headteacher may not be present where regulations specifically require her withdrawal.

**Chair:**

The Chair will be elected by members of the FGB at the first meeting of each academic year and will continue in office until the first meeting of the Governing Body in the following autumn term.

**Clerk: Kathy Crotty**

The clerk will be appointed by the Governing Body at its first meeting of the autumn term.

**Voting:**

All members, except shall have voting rights.

**Meetings:**

A minimum of once per term.

**Quorum:**

Any three governors, including the Headteacher,. It is not necessary for the Headteacher to be present for the meeting to be quorate.

**Recording and Reporting:**

Minutes will be produced in accordance with legal requirements. Minutes and essential papers will be circulated at least seven days in advance of the next meeting of the Committee and will include recommendations made by the Committee.

**Review:**

The Committee will be reviewed at the first meeting of the Governing Body of each academic year.

Adopted 14<sup>th</sup> September 2016  
To be reviewed September 2017