

## Terms of Reference

### Terms of Reference:

#### Curriculum Planning and Delivery

- To review, monitor and evaluate the curriculum offer, ensuring:
  - the National Curriculum is taught to all pupils and to consider any disapplications
  - provision of RE and SMSC
  - all children have equal opportunities
  - the F&S Committee is advised on the funding priorities necessary to deliver the curriculum
  - To monitor, review and recommend for approval to full governing body SEF, SIP, School targets
- To consider changes in safeguarding or curriculum personnel
- To review policies including: Behaviour, Exclusion and Discipline; Assessment; Homework; Equalities; RE; Collective Worship; SEND; Gifted and Talented Pupils; Sex and Relationships Education; Early Years Foundation Stage Policy; Use of Social Media and E Safety.
- *To review Child Protection Policy\**
- *To ensure safeguarding policies and procedures are adhered to\**
- *To undertake an annual review of Safeguarding\**
- To ensure that the requirements of pupils with special needs are met, as laid out in the Code of Practice
- To ensure policies for Looked After Children (LAC) are in line with guidance
- To consider curriculum complaints

#### Assessment and Improvement

- To monitor and evaluate the effectiveness of leadership and management
- To review impact and effectiveness of teaching, learning and assessment practices on progress, standards and achievement
- To monitor and review pupil and school performance, attendance and exclusion
- To consider penalty notices
- To monitor and review the impact of CPD on improving staff performance
- To review Pupil Premium/EY Pupil Premium/PE Sport Grant/Safer School Partnerships spending and impact (in consultation with F&S Committee)
- To consider recommendations from external reviews of the school, agree actions as a result of reviews and evaluate regularly the implementation of the plan
- To consider and approve admission arrangements
- To consider Nursery admissions
- To ensure provision of free school meals to those pupils meeting criteria
- To consider relevant SLAs and contracts
- To undertake the governing body self-review

#### Engagement

- To monitor and review the school's publicity, public presentation and relationships with the wider community, including:
  - ensuring statutory requirements for reporting and publishing information are met
  - the school website being fully compliant and presented in an accessible way
  - considering arrangements to communicate with parents/carers
  - the review of extended school provision in terms of pupil learning, resources and premises
  - review of home school agreements/parental contracts
- To identify and celebrate pupil achievements
- To consider arrangements for educational visits, including a named coordinator
- To plan strategies to collect and consider pupil voice
- To respond to the school council as appropriate
- To attend training as appropriate

*\*responsibility of Safeguarding Committee*

**Terms of Reference agreed by Governing Body:**

Date: 27<sup>th</sup> September 2017

## Review of Terms of Reference:

The terms of reference will be reviewed annually by the committee with any recommendations sent to the next available Governing Body meeting for ratification.

## Membership and Disqualification:

Callum Kidd  
Paul Harris  
Liz Stevenson  
Jeanne Pratt  
Eileen Bannon  
Stuart Bannon  
Ian Johnson

This committee will comprise 6 Governors, the Headteacher and the Deputy Headteacher. All members are entitled to vote. The Governing Body agrees the members of the committee. The Chair of Governors is invited to attend all committee meetings and is entitled to vote. Non-voting participants may be invited to meetings by the committee as and when required. There are no disqualifications.

## Chair:

Liz Stevenson

The Governing Body will select one of the committee members as chair at the final meeting of the academic year. In the Chair's absence, the committee will agree on an acting Chair for the meeting.

## Quorum:

The quorum will be 3 Governors who are members of the committee.

## Meetings:

The committee will meet at least once every term. It can agree to meet more frequently if necessary. There will be an additional meeting in the summer term to discuss the SIP.

## Responsibilities:

The Curriculum, Pupils and Standards Committee is responsible for ensuring that Carr Hill Primary School follows the national curriculum; that academic and discipline standards are met and improved; monitoring and evaluation takes place; that policies delegated to the committee by the Governing Body and school are developed and reviewed and that the individual needs of children are met.

## Governor Training:

It is the responsibility of Governors to attend training relevant to their role on the committee and report back to colleagues as appropriate. Forthcoming LA events will be shared at committee meetings.

## Reporting:

The Curriculum, Pupils and Standards Committee reports to the Carr Hill Governing Body. Minutes will be taken by someone nominated for the purpose from the committee and circulated to all governors with each Full Governing Body Agenda. The committee chair will report back to the Full Governing Body at meetings as required.

## Programme of Work for Curriculum Pupils and Standards Committee

Term	Committee Business
Autumn	Target Setting and Assessment arrangements Previous Academic Year SEF School performance review, including attendance, exclusions, SEND and trend data Teaching, Learning and Assessment presentation (SLT) LAC compliance review Extended School provision review RE and SMSC provision review Policy review cycle agreement
Spring	School Publications and Statutory Information review, including website Free School Meals provision review Home school agreements/parental contract review Pupil Premium/EY Pupil Premium/PE Sport Grant/Safer School Partnerships spending and impact review (in consultation with F&S committee) Pupil Premium and Sports Grant presentation (SLT) Nursery applications review Admission arrangements review Relevant SLA and contract review
Summer	SIP for next academic year Curriculum Plan and Policy for next academic year Link Governor agreement Gifted and Talented programme and provision review Educational visits review Governing Body self-review SEND presentation (SLT) Literacy and Numeracy presentations (SLT) Safeguarding annual report*
Termly	Declaration of Interests Link Governor Reports SIP / SEF Update and review, including pupil cohort (including SEND) information School Council and Pupil Voice update, review and response Policy Review of agreed cycle Governor Training
Ongoing	Policy Review: Behaviour, Exclusion and Discipline; Homework; Equalities; RE; Collective Worship; SEND; Gifted and Talented Pupils; Sex and Relationships Education; Community Cohesion; Early Years Foundation Stage Policy; Use of Social Media and E Safety. Curriculum complaints Penalty Notices