

## Eccleston CE Primary Terms of Reference - Curriculum Committee

<b>Membership:</b>	The committee shall consist of not less than three governors. Membership should include the Headteacher or member of staff. The committee may make recommendations to the Governing Board for co-option of non-governor members.
<b>Quorum:</b>	Three governors.
<b>Meetings:</b>	At least once per term and more frequently if deemed necessary by the majority of members.
<b>Chair:</b>	Non-employee to be elected by this committee
<b>Accountability:</b>	The committee will report back to the Governing Board by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration

### General Terms

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

### Meetings

- Committee meetings will not be open to the public, but minutes shall be made available, on request. 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 board 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.

## Curriculum planning and delivery

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full governing board the:
  - Self-evaluation form
  - School Improvement Plan
- 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).

## 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 Finance and 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 promote the health and welfare of staff and to monitor the absence of staff.
- to make or take decisions in respect of teachers' pay in the light of National Agreements (STPCD), school circumstances and information available.
- to review Performance Appraisal Policy and monitor its implementation.

## Pupil Welfare and Safeguarding

- To acknowledge and promote the duty to safeguard every child
- To contribute, in collaboration with the staff, to establishing, monitoring and evaluating the sections of the Strategic School Development Plan relating to:
  - The personal development and well-being of pupils
  - Promoting partnerships with parents *and*
  - Community involvement
- To keep relevant sections of the Self Evaluation Summary (or its replacement) under review and to update as necessary
- To ensure that policies and procedures are in place to reduce barriers to learning, improve behaviour, attendance and punctuality and reduce exclusions
- To ensure that policies and procedures are in place to promote the spiritual, moral, social, and cultural development of children and to promote British Values.
- To promote diversity and inclusiveness and build a culture of belonging for pupils, parents, and staff.
- To establish, monitor the impact of and review all the school's plans, policies and procedures relating to the personal development and well-being of all the pupils and staff.
- To receive reports on attendance and punctuality
- To promote and support the further development of the School Council and provide a link between the School Council and the Governing Board
- To promote partnership with parents to support their child's learning
- To embed and enhance further the personal development, behaviour, and welfare of the pupils at school
- To monitor and promote the Christian ethos of the school
- To liaise with, consult with and provide information to parents and the wider community on matters relating to pastoral issues and pupils' personal development and wellbeing.
- Ensuring that procedures are followed in instances of allegations of abuse against staff.
- Reviewing the implementation of the Child Protection and Safeguarding Policy and evaluating evidence for training, reporting incidents, complaints, and inter-agency working.
- Monitoring the effectiveness and impact of current safeguarding arrangements, ensuring they address the issues outlined in relevant guidance and legislation.
- To confirm that the necessary measures have been taken to ensure all staff and pupils are aware of policies and procedures.