

Thongsley Fields & St. Peter's Governing Body

## Curriculum & Standards Committee

### Terms of Reference

2020-2021

#### 1. Membership

The governing body will decide the membership of the committee on an annual basis. A clear resolution approving the membership of the committee must appear in the minutes of the main governing body. Where the Headteacher is a governor, they will be an automatic member. Alternatively, if the Headteacher is not a governor, they have a right to attend all meetings of the Curriculum & Standards Committee.

The committee will suggest from their number a chair to be approved by the LGB at its meeting in the summer term of each academic year.

#### 2. Clerk

The governing body must appoint a clerk to each committee who must not be the Headteacher of the school. The governing body can appoint a governor to clerk this committee. It is up to the governing body if they are a member of the committee or not. The governing body can also appoint a trained paid clerk, member of staff or a volunteer.

#### 3. Quorum

The quorum shall be three members of the committee. It is recommended that the quorum is the Headteacher plus two members of the committee.

#### 4. Meetings

Meetings will be held regularly and usually once each half term, as required.

At least 7 days before each meeting, an agenda, and any associated documentation, prepared by the Clerk to the Committee in consultation with the Chair of the Committee, will be circulated. Members of the Committee wishing to include items on the agenda should consult the Committee Chair at least two weeks before the date of the next meeting.

The Clerk to the Governors will take minutes at each Committee meeting. These will be agreed by the Chair and circulated to all Governors prior to the next meeting. The unconfirmed minutes will be included on the agenda for the next Local Governing Body meeting at which the Committee Chair may give a report on the work of the Committee.

## 5. Function

Decisions taken by the committee must be led by the priorities identified within the School Development Plan. The main function of the Curriculum & Standards Committee will be to advise and work with the Headteacher to promote the best education outcomes for all children at the school – subject to the following:

- To monitor standards, achievement and progress of children in the school
- To monitor the school's priorities for improvements in children's learning and outcomes including the appointment of link governors to monitor and report on behalf of the governing body
- To receive evaluation on the school's priorities and consider the school's suggestions for future plans
- To consider and advise the governing body on achievement and other matters relating to the school's curriculum, including statutory requirements
- To review the overall effectiveness of the school's performance management policy in raising achievement
- To review the school's performance in line with other local schools as well as nationally
- To consider notes of visits from other professionals involved with school performance
- To review and approve all curriculum and learning policies
- To ensure the learning needs of different groups of children are met and that their outcomes are improving, including children who have SEND and/or eligible for the Pupil Premium grant
- To review the impact of all targeted funding to improve achievement
- To review attendance data, review processes and examine what the school is doing where attendance needs to be improved
- To ensure safeguarding in the school is effective
- To ensure that agreed procedures are in place for educational visits, including the appointment of a named co-ordinator
- To ensure the information on the school website complies with statutory requirements