



Making a difference for every child.
SP31 :Terms of reference Curriculum
Committee

Owning Committee: Curriculum Committee
 Owning Governor: Chair of Curriculum Committee
 Owning School Rep:
 Date of Approval: 27 Sep 2018
 Date of next review: 1 Sep 2019

AIM OF DOCUMENT: To ensure the curriculum committee fulfils its statutory duties.

IN EVENT OF CONCERN/QUESTIONS: Contact the owning governor, contact details available through the school administrator.

HOW DOES THIS DOCUMENT HELP THE CHILDREN?

The committee effectively monitors the curriculum and standards in school to ensure that the needs of all children are met.

MONITORING PLAN FOR POLICY: The terms of reference are reviewed annually

REVISION HISTORY:

Versio n	Update details	<i>Date of approval</i>
V1	Document approved	<i>7 March 2012</i>
V2	Policy Review updated – Delegated Responsibilities changed	15 th October 2012
		September 2014
		September 2015
		September 2016
		November 2017
		September 2018

Sheet Primary School Curriculum Committee

Terms of Reference

Rationale

The Governing Body has delegated to this Committee certain statutory functions relative to the Curriculum and standards that will be reviewed annually. Decisions made under delegation are to be reported to the full governing body.

Membership – The Governing Body at their first meeting of the academic year will:

- Appoint not less than four (4) Governors plus the Headteacher as members. At least three (3) of the governors appointed shall not be employees at the school (excluding the Headteacher)
- Appoint a clerk to the committee
- Delegate to the committee members responsibility at their first meeting for the election of chair for one year
- Appoint non/voting associate members, if required, for a term of one/two years, following advice from the committee
- Ensure that new, and existing committee members, undertake Governor Services training
- Delegate responsibility to establish working groups from committee membership, on an 'ad hoc' basis to report and advise on matters relating to delegated responsibilities

Quorum

- The quorum shall be three (3) not including the Headteacher
- The Headteacher, or a substitute nominated by the Headteacher shall be present

Meetings

- The Committee shall meet at least once a term as soon as possible after a full governors meeting. The committee may need additional meetings during the year.
- Dates to be agreed at the first meeting of the academic year of the full Governing Body are at the first meeting of the Committee. Any subsequent amendments are to be notified to the Clerk of the Governors for inclusion in the schedule for all meetings.
- Before each meeting an Agenda shall be prepared by the Chair in discussion with the Headteacher for distribution by the Clerk.
- The Clerk will distribute papers for meetings to all members seven days in advance.

Minutes of Meetings

The Clerk to the committee will, within a timescale agreed by the governing body, prepare and send a copy of the draft minutes to the Chair of the Committee and Headteacher.

Following approval of the draft minutes a copy is to be sent to the clerk to the governing body to distribute to all governors, Associate members of the committee and the Local Education Authority.

The delegated responsibilities of the Curriculum Committee

- Build the knowledge and understanding of members of the committee about the school strengths and areas of development
- Monitor curriculum-related aspects of the School Improvement Plan

- Ensure that:
 - All requirements of **all children** are met and that **all children** have equal access to the curriculum
 - The policies allocated to the Curriculum Committee to own are: in place; up to date; and adequately monitored. Current policies are:
 1. PSHE/SRE Policy
 2. Anti-bullying policy
 3. Behaviour Policy & Behaviour statement
 4. Collective Worship
 5. Accessibility Plan
 6. Home-School Agreements
 7. SMSC Policy
 8. British Values Statement
 9. Physical restraint policy
 10. Early Years Foundation Stage (EYFS) policy
 11. TOR Curriculum Committee
 12. Attendance & registration
 13. Curriculum policy
- Contribute to the:
 - Development of the school's curriculum statement; and
 - School improvement plan and support with the setting of challenging targets.

- Receive :
 - Reports on the development of the school curriculum, assessment and target setting
 - Information about how the curriculum is planned, taught, monitored, evaluated and resourced

- Review curriculum budgets and prepare a statement of priorities for the consideration by the Resources Committee.
- Consider and take appropriate action on any relevant items referred to by the Governing body or Headteacher.
- Establish working parties where a need is identified to report and advise on matters related to the work of the committee

Delegated Responsibilities to the Headteacher

- Develop a curriculum policy
- Provide information about school performance including data and reports about school improvement and development

Policy Review

The Committee will be responsible for the formation of new policies and the review existing policies for approval by this committee of the Governing Body as indicated in the policy review document and the work plan for the committee

Approved by the Curriculum Committee

.....signature.....

.....date

Approved by the FGB

.....signature.....

.....date

