

# STANDARDS AND CURRICULUM - TERMS OF REFERENCE

## INTRODUCTION

The committee is formed under Part 3, Regulation 16 and Part 4, Regulation 20 of the School Governance (Procedures)(England) Regulations. The Committee only has certain powers delegated to it and specifically cannot have delegated to it those functions described in Part 3, Regulation 17.

## RESPONSIBILITIES

The committee shall have the power granted it by the full governing board to act on behalf of the full governing board and to make decisions on behalf of the full governing board in order to monitor and evaluate student progression and experience. Specifically the Standards and Curriculum Committee will:

1. Have certain powers over some expenditure on teaching matters without reference back to the full governing body.
2. To review at least yearly the School's Curriculum Policy and advise the full governing body of any suggested changes.
3. To advise the full governing body on how well the school is carrying out its curriculum commitments in respect of the Education Acts, and in particular with respect to the School's Curriculum Policy and National Curriculum requirements. The committee will especially be required to monitor the school's Sex Education Policy, Special educational Needs Policy and the More Able and Talented policy.
4. To agree the school's curriculum and standards targets and review each year if those targets were met using data from online pupil tracking systems
5. To evaluate any changes in legislation where it may affect the curriculum delivery, and advise the Full Governing Body accordingly. It will also advise the Full Governing Body where it feels a review or changes are needed in the curriculum for any other reason(s).
6. To receive reports at intervals from the different departments on curriculum planning and delivery; it may ask departmental representatives to present a report to a committee meeting on request.
7. To receive reports on, and review the school's use of its human and material resources, and make recommendations to the Full Governing Body where it feels adjustments need to be made in accordance with the aims of implementing the Schools Curriculum. This will include developing teaching aids and techniques as well as the homework policy.
8. To review the school's link with community, including the work experience policy, and advise the Full Governing Body on improvements or initiatives which it sees fit.
9. To receive reports on, and review the results of, external examinations sat by the school's students, and advise the full governing body of any trends, in the light of the School Curriculum Policy. It will also similarly review and advise on RAISE, and nonexamined qualifications which the school's students attempt.
10. To receive reports at least yearly on the arrangements and success of formal contacts between the school and parents/guardians regarding the educational progress of students.
11. To systematically review the following policies for which the School Improvement Group is responsible and evaluate the effective implementation of these policies:
  - Inclusion
  - Child Protection
  - Confidentiality
  - Drug Related Incident
  - Equal Opportunities
  - Photographs of Pupils
  - Disability
  - Equality
  - Intimate Care

- Dress and Appearance of Pupils
- Recommendations On Health And Safety Of Pupils, Including On The World Wide Web/Social Media
- Freedom Of Information

## **MEMBERSHIP**

*Membership, Quorum and Meetings:* A quorum of three members of the committee is required at each meeting of which the majority are not employed by the school. Voting may not take place unless a quorum of Governor Members of the committee entitled to vote is present at the meeting.

*Disqualification:* Any relevant person employed to work at the school other than as the Headteacher, when the subject consideration is the performance and review of any other person employed to work at the School.

*Meetings:* The committee shall meet at least once a term but may meet more frequently as necessary. Seven clear days' notice must be given of a meeting; however shorter notice may be given provided that all persons entitled to attend and vote at the meeting agree to such short notice.

*Clerk:* Rachel Gale

*Reporting:* The committee shall present a report of its activity to the Full Governing Body at the next Governing Body meeting each term, to include:

- # All decisions taken under delegated powers.
- # An update on the significant financial, staffing or premises issues.

*Review Arrangement:* Terms of Reference and Committee Members will be reviewed annually in the summer term and approved at the first Full Governing Body meeting of the Academic Year.

## **PROCEEDINGS OF THE COMMITTEE**

- # The clerk will circulate an agenda any other papers not less than 7 days before the date of the meeting
- # The Chair of the committee will be selected from amongst the governors members, by the Full Governing Body of governors, at their first full meeting of the academic year. Where the Chair is absent the governor members of the committee will select from among themselves a governor to act as chair for the meeting.
- # The Committee will keep minutes of its proceedings, which will be taken by the clerk to the committee and entered into the minutes of the committee. If no clerk is available the committee may select one of their number to make a record of the meeting.
- # Where a governor has any pecuniary interest, direct or indirect, in any contract or proposed contract or other matter and is present must declared this interest as soon as possible and withdraw from the meeting during consideration of the matter.