

## **TERMS OF REFERENCE FOR CURRICULUM COMMITTEE 2023/24**

### **Dame Ellen Pinsent School GB**

**1. Membership**

The membership shall be a minimum of four governors including the Head Teacher / Deputy Head Teacher. The Committee members can ask the governing body to appoint up to two non-voting Associate Members with appropriate skills. (DHT/AHTs).

**2. Quorum**

The quorum shall be 3 the current voting members .

**3. Meetings**

The Committee will meet at least three times during the school year.

Any additional meetings will be called as necessary.

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.

**4. Minutes**

In the absence of the Clerk, the committee can appoint a member to take minutes of the meeting.

**5. Chairing**

The Committee shall elect a Chair annually.

The Clerk will be responsible for drawing up the agenda in consultation with the HT/DHT and Chair.

In the absence of the appointed Chair, the Committee can appoint a member to act as Chair for the meeting.

**6. Report to the Governing Body**

The Chair will report to the Whole Governing Board on main decisions taken and any recommendations that the governing body needs to vote on.

**7. Areas of Responsibility**

- a) To review, monitor and evaluate the curriculum offer.
- b) To develop and review policies identified with the schools policy review programme and in accordance with its delegated powers (eg sex education and pupil behaviour).
- c) To ensure that the requirements of children with SEN are met, as laid out in the /Code of Practice and receive termly reports from the Head Teacher / SENDCo and an annual report from the SEN governor.
- d) To monitor and evaluate the effectiveness of leadership and management.

- e) To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standard of achievement.
- f) To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.
- g) To monitor and evaluate the impact of continuing professional development on improving staff performance.
- h) To set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation, ie, in relation to the curriculum (Curriculum Action Plan).
- i) 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.
- j) To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- k) 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.
- l) To ensure that all children have equal opportunities.
- m) To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.
- n) To oversee arrangements for educational visits, including the appointment of a named co-ordinator, and to recommend the Educational Visits Policy to the WGB for approval.
- o) 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

NB These terms of reference will be reviewed and updated at the beginning of each academic year for approval by the governing body.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**For review: autumn 2024**