

Holy Rosary Catholic Primary School

Curriculum and Standards Committee Arrangements and Terms of Reference

Arrangements

1. The Curriculum and Standards Committee will have a chair and a clerk. The governing body will appoint the chair who may not be the Headteacher or a Staff Governor. The meetings will be clerked by the appointed Clerk to Governors.
2. The **membership** of the committee may include associate members, provided that a majority of members of the Curriculum and Standards Committee are foundation governors. Even if they are not a member of the Committee, the Headteacher is entitled to attend all committee meetings.
3. The **quorum** for the Curriculum and Standards Committee is a minimum of three foundation governors who are members of the committee.
4. **Meetings** will be held at dates and times in accordance with the agreed meeting schedule however should the dates and/or times be changed or additional meetings called as the need arises, then governors will normally be given at least 3 days notice. In exceptional circumstances and agreed with the Chair of Governors or Diocesan officers then emergency meetings may be held at short notice.
5. **Confidentiality:** Meetings of the Curriculum and Standards Committee will not be open to the public. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
6. 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).
7. The draft minutes of each meeting will be prepared and forwarded to the Chair of the Committee for review within 5 working days of the meeting. The reviewed draft minutes will then be made available through Trust Governor for governors to view within 10 working days of the meeting.
8. The draft minutes will be presented to the next meeting of the full Governing Body by the Chair of the committee (or in his/her absence another member of the committee). Any decisions taken must be determined by a majority of votes of committee members – but no vote can be taken unless a majority of those present are foundation governors.

Terms of Reference

General

- To protect and promote the Catholic ethos of the school in all aspects of school life.
- To ensure that the curriculum is broad and balanced and meets the needs of the students in the school.
- To ensure that British Values are understood and promoted
- To adopt an appropriate curriculum for Religious Education as agreed with Nottingham Roman Catholic Diocesan Education Service
- To act on matters delegated by the full governing body.
- 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.

Curriculum planning and delivery

In all matters relating to the curriculum the governing body delegates to the Headteacher the management and administration of these functions in the expectation that the Headteacher will make recommendations based on the most up to date information available from recognised sources of expertise and will work collaboratively with identified cluster schools. The committee undertakes :

1. To review, monitor and evaluate the curriculum offer.
2. To recommend for approval to the full governing body the:
 - Self-evaluation form
 - School Improvement Plan
 - Targets for school improvement to the governing body
3. To review policies identified within the school's policy review programme and in accordance with its delegated powers, e.g. Relationships and Sex Education and Pupil Behaviour/Discipline/Attendance).
4. To ensure that the requirements of children with special needs are met, as laid out in the SEND Code of Practice, and receive termly reports from the Headteacher/SENCO.
5. Appoint a link governor for SEND.

Learning and Teaching

1. To monitor and evaluate the effectiveness of leadership and management on standards of learning and teaching.
2. To monitor and evaluate the impact of quality of learning and teaching on rates of pupil progress and standards of achievement.
3. To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.
4. To monitor and evaluate the impact of continuing professional development on improving staff performance .
5. To review and agree priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
6. To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children, pupil premium, SEND and EAL) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
7. To review the Assessment Policy and to ensure that the policy is operating effectively.
8. To consider recommendations from external reviews of the school (e.g. Ofsted, Diocesan or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
9. To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.

Engagement with partners and stakeholders

1. To monitor the school's publicity, public presentation and relationships with the wider community.
2. To promote and celebrate pupil achievements.
3. 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.

September 2017