

ST CHARLES' CATHOLIC PRIMARY SCHOOL

TERMS OF REFERENCE 2016-2017

CURRICULUM AND PUPILS COMMITTEE

Membership

The Committee will consist of up to 6 Governors.

The Headteacher cannot chair a Committee

Quorum

The quorum for a meeting of the Committee will be 3 Governors

Meetings

The Committee shall meet on a termly basis.

The dates for meetings will be set at the commencement of the school year

Terms of reference

- To assist in the development, monitoring and review of the School Improvement Plan as part of a process of self evaluation
- To consider and advise the governing body on standards of teaching and learning, in relation to the curriculum and its associated policies, including statutory requirements.
- To monitor and review pupil progress and school performance, together with attendance.
- To review the policy and provision for pupils with special needs, ensuring that these are met.
- To review annually safeguarding policy and procedures, ensuring that our school is a safe place.
- To review pastoral support and discipline systems within the school.
- To review annually those curriculum policies/provision which are required by law (Sex Education, RE and Collective Worship, Special Needs, Complaints Procedure).
- To consider and approve admissions arrangements and report upon such to the Governing Body.
- To oversee and monitor statutory responsibility for Breakfast Club and After School Provision, in doing so carry out termly visits
- To oversee arrangements for individual governors to take a leading role in specific areas of curriculum provision, on a rolling annual programme. e.g. Literacy, Numeracy, SEND, CLA, Pre and after school provision, supported as required by appropriate school staff.
- To receive regular reports from lead staff in relation to the above and report to the Governing Board.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To consider curricular issues which have implications for the Finance/Staffing/Premises Committee and to make recommendations to the relevant committees or the Governing Board.

- To attend training as appropriate

Other Areas to consider

- To set the times of school sessions
- To ensure provision of free school meals to those pupils meeting criteria
- To review home-school agreements
- To ensure the National Curriculum is taught to all pupils and to consider any disapplications
- To consider curriculum complaints
- Monitor and keep under review the school website to ensure it meets the statutory requirements
- Review/Ratify/Approve relevant policies in accordance with the timeframe on the Governors' policy matrix

Duties and Responsibilities of the Committee

- The Clerk to ensure that the Committee Terms of Reference are reviewed and agreed at the first Committee meeting of the academic year and be presented to the next Governors' meeting to be formally approved
- The Clerk to liaise with the Chair and Headteacher approximately two weeks prior to a meeting re inclusion of items on the agenda
- Apologies for non-attendance at a meeting to be emailed to the Clerk previous to the meeting
- Documentation to be emailed to the Committee by the Clerk at least seven days prior to a meeting, where possible.
It is the responsibility of each Committee member to print off the relevant document
In order to reduce the amount of photocopying, hard copies will only be available on request to the Clerk
- The Clerk to circulate draft minutes to all Governors prior to a Governors' meeting once these have been checked by the Chair of the Committee and the Headteacher

Approved at the Governors' Meeting on 17 October 2016

To be reviewed – Autumn Term 2017