

Sir John Cass's Foundation Primary School

Curriculum and pupil affairs committee



Terms of reference

General Terms

- 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.

Membership

The Committee will comprise 9 Governors plus up to 3 associate members.

Election of Chair and Vice Chair

The Chair and Vice Chair will be elected annually (by secret ballot if required) at a Committee meeting by governor members of the Committee. Members must attend the meeting in order to vote. In the event of a tie, lots will be drawn.

Quorum

The quorum for meeting of the Committee is 5 Governors.

Meetings

The Committee will meet at least once a term, in advance of main Governing Body meetings, with additional meetings as required. Committee meetings will not be open to the public, but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

In the absence of the Chair and Vice 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/principal).

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).

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.

Curriculum planning and delivery

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full governing body the:
 - Self-evaluation form
 - School/Academy Improvement Plan
 - Targets for school/academy improvement to the governing body

- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEN governor (where appointed).

Assessment and improvement

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- 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.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- 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.
- To ensure that all children have equal opportunities.
- To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.

Engagement

- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- 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.