



## **Terms of Reference – Curriculum Committee**

**(Approved on 21 September 2023)**

1. Establishment. The Curriculum committee is a committee of the Full Governing Body and established by the FGB.
2. Membership. The FGB will determine the number of members of the Curriculum committee and who will serve on it. The Head Teacher and Chair of the Governors will either be members or be invited to attend meetings of the committee. For a meeting to be quorate at least 50% (rounded up) of voting Governors must be present.
3. Election of Officers. The roles of Chair and Vice Chair will be filled annual in September/ October at the first meeting of the new school year. Nominations including self nominations, being sent to the Clerk to the Governors prior to the meeting.
4. Agenda and Minutes. Agendas for meetings will be prepared and circulated at least 7 days before the meeting. Minutes will be produced and circulated not later than 14 days after the meeting. After being approved at the following meeting minutes will be signed by the Chair. Copies of the minutes will then be posted on the Governors' web site, and a hard copy held in the Office available for inspection by any authorised person.
5. Meetings. The number of meetings to be held each year will be agreed by the FGB. Dates for all meetings including committee meetings will be agreed at the final meeting of the FGB in July each year for the following school year. Extra or Special meetings can be called as and when required by the Chair of the committee or the Chair of Governors.
6. Review of Policies. The current schedule of Policies indicates those which can be reviewed and approved by the committee. After review the policy overview is updated and a note made in the minutes that the policy has been reviewed. The schedule of Policies also identifies those Policies which can be reviewed by the committee and recommended for approval by the FGB at their next meeting.
7. Reports. Each committee is required to submit a brief verbal or written report to the next meeting of the FGB. This report will include any issues for further consideration by the FGB and anything which requires approval by the FGB.
8. The Curriculum committee will be responsible for:-
  - Ensuring that the National/EYFS Curriculum is taught to all pupils and resourced appropriately through effective budget allocation

- That they sanction information regarding the disapplication of any child from statutory assessment
- Receiving an update from the Head Teacher on the impact of the curriculum development and reviewing curriculum development priorities
- Receiving report from curriculum leaders
- Reviewing provision of Special Educational Needs, Gifted, more able and talented pupils
- Ensuring pupil target setting is robust and challenging
- Reviewing pupil progress towards targets
- Reviewing unvalidated data on key stage assessment against expected outcomes
- Ensuring that parents can access an annual report on the effectiveness of the school's provision for pupils with SEN and those with disabilities and medical needs
- Ensuring provision of RE in line with statutory requirements and with local agreed syllabus – The Living Difference
- Ensuring that all pupils take part in a daily act of worship in line with statutory guidelines