

## **HARBORNE PRIMARY SCHOOL**

### **TERMS OF REFERENCE CURRICULUM AND STANDARDS COMMITTEE**

#### **1. Membership**

- 1.1 The Committee shall consist of a minimum of 3 Governors. The committee members can ask the Governing Body to appoint non-voting members with appropriate skills and knowledge.

#### **2. Quorum**

- 2.1 The quorum shall be 3 voting members.

#### **3. Chair of the Committee**

- 3.1 The committee shall elect a Chair on an annual basis.
- 3.2 In the absence of the elected Chair the Committee shall appoint a member to act as Chair for the meeting.

#### **4. Clerk to the Committee**

- 4.1 The Governing Body shall appoint the Clerk to the Committee, who may not be the Headteacher of the School.
- 4.2 The Clerk shall convene meetings of the Committee; attend meetings of the committee and ensure that minutes of the proceedings are drawn up; and perform such other functions with respect to the Committee as shall be determined by the Governing Body from time to time.
- 4.3 If the Clerk fails to attend a meeting of theirs, the Committee may appoint any one of their number (who is not the Headteacher) to act as Clerk for the purposes of that meeting.

#### **5. Convening meetings of the Committee**

- 5.1 The committee will meet at least once a term or otherwise as required.
- 5.2 In convening meetings of the Committee the Clerk shall seek the direction of the Chair of the Committee in order to ensure that each member of the Committee receives, at least seven clear days in advance, written notice of the meeting, a copy of the agenda for the meeting and any reports or other papers to be considered at the meeting.
- 5.3 Provided that where the Chair of the Committee determines on the ground that there are matters demanding urgent consideration, it shall be sufficient if the written notice, agenda and reports or other papers to be considered at the meeting are given within such shorter period.

#### **6. Reporting to the Governing Body**

- 6.1 The Chair will report to the full Governing Body on main decisions taken and any recommendations that the Governing Body needs to vote on.

## **7. Responsibilities**

**The Committee has been delegated the following duties and responsibilities relating to curriculum matters:**

- 7.1 To consider and advise the governing body on standards and other matters relating to the school's curriculum having particular regard to statutory requirements, agreed targets, the School's Improvement Plan and Curriculum Policy.
- 7.2 In consultation with the Headteacher monitor the School's arrangements for providing daily collective worship for all pupils.
- 7.3 To consider curriculum issues which have implications for finance and personnel decisions and to make recommendations to the relevant Governing Body Committee.
- 7.4 To oversee arrangements for individual governors to take a leading role in specific areas of provision and to receive regular reports from them.
- 7.5 To oversee arrangements for educational visits, including the appointment of a named co-ordinator.

**The Committee shall have the following delegated responsibilities in respect of Special Educational Needs provision at the School:**

- 7.6 To decide the School's general policy and approach to meeting pupils' special educational needs for those with statements and those without.
- 7.7 To monitor the school's work in relation to special educational needs and ensure that appropriate funding and staffing arrangements are in place.
- 7.8 Appoint a named person with responsibility for ensuring that special educational needs stays on the governing body agenda and to liaise with the Special Educational Needs Co-ordinator (SENCO) on relevant matters of policy and implementation.
- 7.9 To ensure that the necessary special arrangements are made for any pupil who has special educational needs.
- 7.10 To ensure that the School notifies parents when special educational needs provision is being made for their child.
- 7.11 Make sure that the named person makes all staff who are likely to teach the pupil, aware of their needs.
- 7.12 Ensure that the teaching staff are aware of the importance of identifying pupils who have Special Educational Needs and of providing appropriate teaching.
- 7.13 Consult with the Local Authority and the governing bodies of other schools when necessary to co-ordinate Special Educational Needs teaching in the area.
- 7.14 Ensure that arrangements are in place that allows pupils with Special Educational Needs to join in the everyday activities of the school as far as practical.
- 7.15 Report regularly to the full Governing Body regarding all decisions made and their implementation.
- 7.16 Report each year to parents through appropriate outlets.
- 7.17 Take account of the Special Educational Needs Code of Practice when carrying out its duties towards pupils with Special Educational Needs.

**The Committee has been delegated with the following duties and responsibilities relating to the provision of Relationships and Health Education (RHE)**

- 7.18 Review on an annual basis the School's consultation with parents regarding its RHE provision.
- 7.19 Review on an annual basis in consultation with the Headteacher the School's written statement on the provision of RHE and make recommendations to the full Governing Body as appropriate.
- 7.20 Ensure that the School's written statement on the provision of RHE is made available to parents and that parents are reminded of the right to withdraw their children from all or part of any RHE provided (but not from the biological aspects of human growth and reproduction necessary under the national curriculum for science).

**The Committee has been delegated the following duties and responsibilities relating to School standards:**

- 7.21 Monitor progress towards the raising of standards at the School and the achievement of all pupils by rigorously and frequently checking their progress and tackling swiftly any dips in learning.
- 7.22 Monitor progress towards improving the quality of teaching and learning and the use of assessment.
- 7.23 Monitor progress towards ensuring that leaders at all levels use accurate self evaluation to develop realistic strategies for securing school improvement.
- 7.24 Monitor the impact of pupil attendance and persistent absence on raising standards at the School and pupil achievement.
- 7.25 To monitor the quality and impact of agreed intervention strategies in raising standards at the school and pupil achievement, including those strategies directed towards children for whom English is an additional language. Provide appropriate feedback and recommendations to the Governing Body.

**The committee has been delegated the following duties and responsibilities in respect of School Policies not specifically referred to in these terms of reference**

- 7.26 Establish, maintain and approve relevant school policies as directed by the Governing Body.