



**The Governing Body of Sacred Heart and St
Mary's Catholic Primary Schools
(Battersea)**



**Curriculum and Standards Committee
Terms of Reference
2018/2019**

Membership: To include at least 7 committee members

Quorum: Minimum of 4

Meetings

There will be 3 meetings per year to generate high quality evidence for full governing body meetings and to inform the termly strategic reports produced by the headteacher.

Work will be scheduled to be coherent with the school's self-evaluation schedule.

Members of the committee will receive seven days notice of any additional meetings and will receive an agenda and any papers seven days in advance. A shorter timescale may be given if the committee chair decides the issue needs urgent attention. Other members of the governing body may attend any meeting of any committee but they may not vote.

Chairing

The chair of the committee will be decided by the governing body. If the Chair is absent from a meeting, a governor may be elected to take the chair for the duration of that meeting.

Clerking

The clerk to the governing body will clerk committee meetings.

Minutes

All committee meetings will be minuted and the minutes will be circulated by the clerk after approval by the Chair.

Partnership with the Executive and Associate headteachers

In carrying out its functions the committee will receive information and advice from the headteachers and other staff and will actively seek opportunities for wider consultation where appropriate. The Executive and Associate headteachers are entitled (but not obliged) to attend all committee meetings and have full voting rights.

Delegated powers

- The Assoc. Head and the SENCO will be responsible for ensuring that a register of children with special education needs is compiled and maintained

and that all children on the register have an individual Education Plan which is monitored, reviewed and updated in accordance with the Code of Practice.

Curriculum and Standards Committee Terms of Reference

Key tasks common to all committees :

1.	To maintain accurate and relevant Terms of Reference and an Annual Work Schedule for the committee
<i>Action</i>	<i>The committee to review TOR and WS annually and report any changes to the Board at the Autumn Term full GB meeting.</i>
2.	To receive reports from members of staff about matters relating to any of the issues listed in their ToR's
<i>Action</i>	<i>Maintain committee standard agendas to highlight expected reports</i>
3.	To respond to relevant issues in the Auditor's report
<i>Action</i>	<i>Review each Audit report and prepare a list of actions relevant to the committee. Prepare and implement an appropriate action plan to address</i>
4.	To respond to relevant issues in the Ofsted report
<i>Action</i>	<i>Review each Ofsted report and prepare a list of actions relevant to the committee. Prepare and implement an appropriate action plan to address</i>
5.	To research and review the opportunities/challenges arising from extended school provision for their area of focus
<i>Action</i>	<i>To be included as a standing item in the Headteacher's report. Maintain standard committee agendas to ensure regular review.</i>
6.	To monitor and evaluate at regular intervals the policies allocated to them, with due regard to the school's Equality Scheme, and making recommendations to the full GB as required.
<i>Action</i>	<i>Maintain a list of committee policies and implement a rolling review schedule</i>
7.	To validate the grades in their assigned sections of the SES on the basis of evidence
<i>Action</i>	<i>Maintain a schedule of review, for an agreed range of sections, of the SES at each committee meeting.</i>
8.	To monitor the implementation of assigned sections of the SDP and evaluate impact
<i>Action</i>	<i>Review of progress for assigned sections of the SDP at each committee meeting.</i>
9.	To report concisely to the full governing body on key strengths, key areas for development arising from the above and recommendations
<i>Action</i>	<i>As required</i>

Curriculum and Standards Committee

Terms of Reference

Key tasks specific to the Curriculum & Standards committee :

1.	The C&S Committee will oversee pupil achievement, ensuring the school provides a high quality learning experience and delivers a broad and balanced curriculum in keeping with the school's aims, all pupil needs and legal requirements.
Action	<i>Keep up to date with changes in legislation, review progress of all pupils and pupil groups (eg FSM, EAL) on a termly basis, support a regular programme of school visits and provide considered input to the SDP.</i>
2.	To monitor and review Safeguarding policies, procedures and practice as required. This will include ensuring compliance with the Keeping Children in Education guidance (Sept 2016).
Action	<i>Committee to discuss termly. Review Safeguarding ethos in schools, ensure staff and governors receive appropriate training, monitor Safeguarding Curriculum and safer recruitment practices. Safeguarding Link Governor/s to meet DSL at both schools termly and report back to the Committee.</i>
3.	To review the school 's performance in annual examinations & assessments (Incl. analysis of expenditure & outcomes related to Pupil Premium funding)
Action	<i>Review Raiseonline, Ofsted Data Dashboard, FFT Dashboard and SLI performance reports in the Autumn term</i>
4.	To ensure that the school complies with its statutory duties with regard to the delivery of the National Curriculum.
Action	<i>Committee to consider and advise the governing body on standards and other matters relating to the school curriculum including statutory requirements.</i>
5.	To monitor liaison with parents and other outside agencies, including arrangements for reporting progress of pupils to parents.
Action	<i>Committee to keep under review. Standing item in Headteacher's report.</i>
6.	To monitor the arrangements for the transfer of pupils from primary to secondary school.
Action	<i>Committee to keep under review.</i>
7.	To ensure that adequate provisions are in place to cater for SEN pupils (Incl. Hilary House)
Action	<i>Committee to receive termly reports on the SEN provision at the school including a separate report from the Hilary House lead teacher..</i>
8.	To maintain the Parish Links programme
Action	<i>Committee to meet with the Parish Priest annually to review and update PL programme as required.</i>
9.	To consider curricular issues which have implications for Finance and Personnel and make recommendations to the governing body.
Action	<i>Committee to liaise with the relevant committees.</i>

10.	To publish an annual questionnaire to parents & KS2 pupils requesting feedback and suggestions on a variety of themes.
Action	<i>Questionnaire to be circulated at November Parents' Evening. Findings to be reported to the full GB at the Spring meeting and to parents shortly afterwards.</i>
11.	To monitor pupil attendance and punctuality.
Action	<i>Keep under review arrangements for dealing with poor pupil attendance and punctuality.</i>

The full governing body agreed these terms of reference on (date)

Signed.....Chair of governors

Statutory & Key School Policy Documents assigned to the Curriculum & Standards Committee

▪ Assessment Policy (optional)	▪ Early Years Foundation Stage	▪ Sex education policy
▪ Collective worship policy	▪ Home-school agreement (optional)	▪ Special Educational Needs policy and Information Report (FGB)
▪ Curriculum policy (optional)	▪ Prospectus	▪ Progress Targets

RE Policy English Policy Spelling Policy Maths Policy Science Policy Geography Policy History Policy Welfare Requirements in the Foundation Stage Foundation Stage Behaviour Code	School Food Policy Marking Policy Assessment for Learning Policy Expressive Arts Policy PE Policy Drugs Policy PSHE Policy Parent/Pupil reporting arrangements Formative Feedback Policy Classroom Organisation and Display Policy Calculation Policy

<ul style="list-style-type: none">▪ Safeguarding (incl. Child Protection, IT Policy) [Annual and FGB]	<ul style="list-style-type: none">▪ Supporting Children with Medical Needs	<ul style="list-style-type: none">▪ Central record of recruitment and vetting checks
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Plus, non-statutory (but advisory) policies for the Curriculum & Standards committee:

