

Terms of Reference for the Curriculum and Learning Committee of the Governing Body of Offwell C of E Primary School

Membership:

Lorna Legg
Chris Thomas
Rebecca Stevens
Ian Wallace

Associate Members:

Any member of the GB may be called upon in order to make a meeting quorate.

Quorum

4 to include the Headteacher. The committee shall not meet without the Headteacher being present or a substitute nominated by her.

Chair of Committee:

Ian Wallace

Clerk of Committee:

Judy Davey

Meeting dates:

At least termly or more frequently if required

Agreed at meeting of full Governing Body –[delegated on 9.18 to Curriculum & Learning Committee - agreed 4.10.18](#)

Date of review: September 2019

Withdrawal

Any person employed to work at the school, other than the Headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed

Matters of Urgency

These may be dealt with by the Chair of Governors, Chair of the Committee and Headteacher and reported to the next meeting of Committee or Full Governing Body

The Governing Body's responsibilities for Curriculum and learning:

The governing body has general responsibility for the conduct of the school with a view to promoting high standards of educational achievement (Guide to the Law for School Governors). Every child matters and the governing body will want to ensure that in all its activities the school is enabling every child or young person to achieve his or her full potential and maximise his or her life chances, choices and opportunities.

Best Value

Where possible and reasonable the governing body will ensure the principles of Best Value are followed when making decisions.

The principles of Best Value are:

- Challenge - why, how and by whom an activity is carried out;
- Compare - performance against other schools and between parts of each school;
- Consult - involving stakeholders, especially pupils and parents;
- Compete - as a means of securing efficient and effective services.

Decision or Recommendation

D= decision to be taken by the committee and reported to the full GB in the minutes

R= the committee to bring recommendation to a meeting of the full GB for a decision

Curriculum	
Lead governor (<i>see appendix – governor responsibilities</i>)	
To monitor implementation of changes to the school curriculum in line with national and local guidelines and requirements	D
To receive information from the Headteacher and the staff about how the curriculum is taught, evaluated and resourced	R
To agree the policies for religious education and sex education	D
To agree the arrangements for educational visits and ensure that they are in line with current Devon County Council guidance (link to Health and Safety)	D
To agree any specific involvement by individual governors in curriculum areas (link to School Improvement)	R
To agree policy, protocol and timetable for governor visits to the school (link to School Improvement)	D

Inclusion	
Lead governor (<i>see appendix – governor responsibilities</i>)	
To ensure that the requirements of children with special needs are met through establishing and monitoring a Special Educational Needs policy and any arrangements for gifted and talented children	D
To ensure the needs of looked after children are met through the agreement and review of the relevant policy	D
To ensure that the school meets the statutory requirements relating to equality legislation (race, disability, gender etc also link to Personnel)	D
To monitor pupil attendance and set targets as necessary	D
To agree the school behaviour policy and monitor exclusion data	D

School Improvement	
Lead governor : (<i>see appendix – governor responsibilities</i>)	
To contribute to strategic planning within the school, and to recommend the School Improvement/Development Plan to the full Governing Body	R
To review and evaluate at least annually with the Senior Management/Leadership Team, the success of the School Improvement/Development Plan and report to the full Governing Body	R
To agree the Governing Body's formal monitoring arrangements in respect of the plan and report progress to the Governing Body at least termly	D
To contribute to school self evaluation by understanding and agree the judgements that the school makes about its own performance and reporting these to the Governing Body at least annually	D
To review the data package in the autumn term and report key messages on school performance, including benchmarking information, to the Governing Body	R
To recommend the annual statutory targets for pupil achievement to the Governing Body	R

Community and Parent links	
Lead governor : <i>(see appendix – governor responsibilities)</i>	
To assist the Headteacher in promoting good relationships and communication with parents and the community	D
In respect of the duties under Extended Services legislation, to ensure that the needs of stakeholders are monitored and responded to appropriately	R
To regularly receive updates on publicity and any related issues as required	D
To assist with establishing and overseeing the school's website and ensure that statutory information relating to the school is available on the school's website	D
To ensure a complaints procedure is in place and monitored	D
To ensure a home-school agreement is in place and monitored	D
To ensure the Governing Body's duties on pupil record keeping, disclosure of pupil information and pupil reports are fulfilled	D
To encourage wider networking with other schools in the Local Learning Community	D

Policies that are delegated to this committee:

Area	Policy /Procedure Title	Duration /review cycle
Anti-bullying	Anti-Bullying Policy	2 years
Assessment and Reporting	Assessment and Reporting Policy	3 years
Attendance	Attendance Policy	3 years
Behaviour	Behaviour Policy	3 years
Collective Worship	Collective Worship Policy	3 years
Curriculum Statement	Curriculum Statement (incorporates all curriculum subjects)	3 years
Feedback / marking	Marking Policy	3 years
Flexi-Schooling	School Governor Statement on Flexi-Schooling	3 years
G&T	Gifted and Talented Policy	3 years
Home learning	Home Learning Work Policy	3 years
HSA	Home School Agreement	annual
Inclusion	Policy to Promote the successful inclusion of pupils with Special Educational Needs and Disabilities	3 years
RE	RE Policy	3 years
SEND	Special Educational Needs Policy	3 years
Teaching and Learning	Teaching and Learning Policy	3 years
Trips/Outdoor Education	Trips/Outdoor Education Policy	3 years