

## **Curriculum Committee Terms of Reference**

### **Membership**

- Up to 6 Governors\* including one Staff Governor;

### **Associate Members<sup>†</sup>**

- Deputy Headteacher (Achievement)
- Assistant Headteacher (Teaching and Learning)
- Assistant Headteacher (Sixth Form)
- Assistant Headteacher (Pupil Premium)

### **Right of Attendance (non-voting)**

- Headteacher
- Vice-Chair of Governors

### **Chair**

The Chair of the Committee will be appointed by the Board, on recommendation from the Chair and Vice-Chair of Governors, working together.

In the event of the Chair of the Committee not being present, the Committee shall appoint, by means of a majority vote, one of the Committee to take the chair.

### **Clerk/Minutes**

The Clerk to the Governing Board will minute Committee meetings.

In the absence of the Clerk, a Governor, who is not the Chair of the Committee or the Headteacher, will take the minutes. The minutes, unless designated confidential, will be distributed to the Committee and will be available to all members of the Board and the Senior Leadership Team. Confidential minutes of the Committee will be shared only with members of the Board.

### **Quorum**

Three Governors, two of whom must not be Staff Governors.

### **Frequency of meetings**

Four per school year.

### **Responsibilities**

1. To ensure a broad and balanced curriculum is in place. To ensure that the school fulfills any statutory duties in relation to curriculum provision. Schemes of Work will:
  - be free from any form of indoctrination;
  - comply with equal opportunities legislation; and
  - address any special educational needs of students being taught in the school.(By annual report from Deputy Headteacher on the school's monitoring of Schemes of Work and by triangulation through link governor visits to Heads of Subject)

2. To receive, monitor, review and approve targets and results for student progress, achievement and attendance, and to challenge these as appropriate.
3. To ensure equality of opportunity and support for all students.
4. To receive and review recommendations relating to the development and delivery of the Curriculum, and to be informed of staffing requirements.
5. To review the school policies delegated to Committee (as defined in the Policy Schedule), in accordance with the school's cycle of review.
6. Ensure the Special Educational Needs Policy, is reviewed in consultation with the Headteacher and the Inclusion Manager or other relevant member of staff; and:
  - Ensure that a SEND information is published on the school website, which meets the requirements set out in the Special Educational Needs and Disability Regulations 2014.
  - Ensure a governor is linked to SEND.
7. To receive and monitor progress, achievement, and spending in benefit of Pupil Premium students. Review the PP Report and recommend it for publication to the Governing Board.
8. To ensure a wide range of extra-curricular activities are provided on-and off-site.
9. To ensure that the Student, Parent and local Community 'Voices' are heard. (Reported in SIP)
10. To ensure that parents receive regular, appropriate reports regarding their child's progress, welfare, and achievement, and are provided with opportunities to discuss these with staff. (By annual report from Deputy Headteacher)
11. Risk Management: To review and monitor the items of the Risk Register delegated to the Curriculum Committee:  
  
R18 - Ofsted Inspection.
12. To monitor the areas of the School Improvement Plan designated to the Committee.
13. To self-review annually the Committee's performance.

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\* Governors are also Trustees and Directors of the School.

† "Associate Members" are expected to attend and contribute to the business of the Committee. Unlike members, however, they do not have voting rights.

**These ToR will be reviewed annually.**

**Last Review:** 03/12/2025      **Next Review:** December 2026