



ASHGATE CROFT SCHOOL CURRICULUM AND PROGRESS COMMITTEE TERMS OF REFERENCE

Composition

A minimum of four (was three) members of the Governing Board (plus the Headteacher).

The Governing Board must determine the membership and proceedings of any committee. The Governing Board must also review the establishment, terms of reference, constitution and membership of any committee annually. The membership of any committee may include associate members, provided that a majority of members of the committee are governors. Such members, however, will not have voting rights. Each committee must have a Chair, who is either appointed by the Governing Board or elected by the committee. The Governing Board may remove the Chair of a committee from office at any time.

Quorum

The quorum for a meeting of the committee shall not be less than three members of the Governing Board.

Terms of Reference

1. The duty to prepare a policy for the school curriculum was removed in September 2012. If schools choose to adopt such a policy, it should be “broad-brush” and the Curriculum and Progress Committee will review the school’s teaching and learning and curriculum-related policies in line with the agreed cycle and make recommendations to the Governing Board for change.
2. To plan, monitor and review the academic and pastoral arrangements of the school in order to ensure that the school maintains and delivers a broad and balanced curriculum in keeping with aims of the school.
3. To monitor the provision of the National Curriculum and its assessment procedures in line with the legal framework.
4. To ensure that the school leadership has appropriate systems for monitoring and evaluating the quality of teaching and learning in the school.
5. To agree priorities for curriculum development and teaching and learning through critical discussion for SE (Self Evaluation) in collaboration with Head and staff. To ensure governors have an awareness of the barriers to learning specific to the school eg. Attendance, behaviour etc.
6. To receive reports on and critically discuss the effectiveness of all the school’s teaching and learning and curriculum policies, taking account of statutory guidance where appropriate; this will include the impact of Pupil Premium and Year 7 catch-up. To make representations to the full Governing Board for changes as necessary, including:
 - i) the provision for collective worship and RE in line with the locally agreed syllabus
 - ii) the school’s policy on sex education
 - iii) the school’s policy on charges and remissions, relating to the curriculum (eg school trips, clubs etc)
 - iv) the school’s policy on special educational needs; and
 - v) the school’s policy for PSHE and Citizenship

(Adopted by full governing Board on 28th September 2017: Minute No: 63.3/17)

7. To ensure governors have a clear understanding of the school's performance data and an accurate view of how well pupils and groups of pupils are achieving in relation to other pupils with special educational needs, compared with those in similar schools and nationally.
8. To ensure pupils are making appropriate progress towards targets. This may include discussion of performance data, including the school EYFS profiles, progression guidance and the school's own tracking data.
9. To consult with and provide information to parents/carers and the wider community on matters relating to teaching and learning and the curriculum.
10. To ensure all pupils, particularly those in vulnerable groups (pupils entitled to the pupil premium), (SEN&D – Special Education Needs and Disability) (it was(CIC (Children in Care), and those in receipt of FSM (Free School Meals) etc make good progress in relation to individual needs and abilities through flexible and effective use of resources available to the school. To ensure that expectations for learning for all groups of pupils are high and pupils participate fully in all aspects of school life.
11. To consider and give advice on any matter involving the curriculum referred to it by the Governing Board.

Delegated Functions Overview

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- i) Functions relating to the alteration, discontinuance or change of category of maintained schools;
- ii) Functions relating to the approval of the first formal budget plan of the financial year;
- iii) Functions relating to school discipline policies;
- iv) Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- v) Functions relating to admissions.

The Governing Board cannot delegate any functions relating to: the constitution of the Governing Board (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

Appointment of Chair and Clerk

The appointment of the non-employee Chair of the committee shall be determined by the Personnel Committee and should be reviewed at the first meeting of the school year. The appointment of the Clerk to Governors will be determined by the full Governing Board. The Clerk to Governors will minute the Committee meetings.

Minutes

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Board meeting through the Clerk to the Governing Board.

Convening Meetings

A meeting shall be convened at the request of the Chair, the Headteacher or any two of the members of the Committee. Every member of the Committee and the Headteacher shall be given at least seven days clear notice of the Committee Meeting.

(Adopted by full governing Board on 28th September 2017: Minute No: 63.3/17)