



Potten End CE Primary School

Curriculum Committee Terms of Reference

- The terms of reference for the Curriculum committee cover five main areas:

Curriculum:

- To consider and monitor progress and attainment against the School Improvement Plan (SIP)
- To contribute to the Self Evaluation Form (SEF)
- To keep informed of the current statutory requirements of the National Curriculum and to ensure it is taught to all pupils and to consider dis-application where appropriate
- To review, adopt and monitor an overall curriculum policy and to consider and advise the Governing Board on curriculum policies
- To review, adopt and monitor policies for collective worship, pupil wellbeing and Sex and Relationship Education
- To monitor, and advise the full governing board (FGB), how effectively the school's distinctive Christian ethos is embedded in education both in RE and across the curriculum
- To advise the Resources committee on the relative funding priorities necessary to deliver the curriculum
- To review actions and outcomes of Subject leads' action plans
- To monitor the link governor educational visits/Learning Walks
- To ensure the school's ethos promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance for those with different faiths and beliefs
- To review and approve policies as delegated to the committee by the FGB. Delegated policies are documented in the Policy Delegation Schedule.

Quality of teaching:

- To consider and monitor progress against the School Improvement Plan (SIP)
- To contribute to the Self Evaluation Form (SEF)
- To review the quality of teaching and learning in coordination with the Head Teacher and Senior Leadership Team
- To review and evaluate the quality of provision in the Early Years in coordination with the Head Teacher and Senior Leadership Team
- To ensure that all actions on the school's Monitoring schedule have been carried out
- To review teachers Continuing Professional Education requirements and effectiveness

Progress and attainment for Significant Groups:

- To consider and monitor progress against the SIP
- To contribute to the Self Evaluation Form (SEF)



- To ensure that all actions on the school's monitoring & evaluation schedule have been carried out
- To receive and evaluate Pupil Premium – e.g. impact of PP narrowing gap between FSM and non FSM children.
- To receive and discuss outcomes on the provision of Special and Additional Educational Needs
- To receive and discuss outcomes on the provision of More Able pupils
- To consider adding additional significant groups (English as an Additional Language, Summer born etc.) as appropriate

Behaviour:

- To consider and advise the Governing Board on behaviour and pastoral matters, pupil attitudes (including attitudes to learning), attendance, punctuality, freedom from bullying, pupil personal development and pupil well being

Teaching and the Curriculum Committee Structure:

- The membership of the Curriculum Committee will be a minimum of four members subject to annual review by the Governing Board. The Head Teacher will automatically be a member
- The Curriculum Committee can co-opt persons who are not members of the Governing Board, subject to a maximum of four members;
- Co-opted Associate Members of the Committee may not vote on any matter, but are permitted to act as either the Chair or Vice-Chair of the committee;
- The Curriculum Committee will meet at least half termly, prior to the full Governing Board meeting where possible. Additional meetings will be held as and when required
- The quorum will be a minimum of three members, one of whom must be the Head Teacher (or his/her appointed deputy);
- Minutes will be kept of all meetings. Copies of minutes will be kept in an appropriate file and circulated to all members of the Governing Board. All minutes must be retained within a file and be made available upon request to any individual requesting them, unless confidential; an appropriate charge may be made for the reproduction of minutes to cover the cost of administration only;
- A Chair of the Curriculum Committee will be elected by the Committee and in the event there is no Chair/Vice-Chair a decision will be made by the Full Governing Body. In the absence of the Chair at any meeting, then the Vice-Chair will act as Chair for that meeting. A Governor who is employed at the school cannot be elected Chair.
- In the absence of both the Chair and Vice-Chair at any meeting, then the Committee will appoint one of the members present to act as Chair for that meeting. A Governor who is employed at the school cannot be elected Vice-Chair.

Disqualification:

- Any relevant person employed to work at the school other than as the Head Teacher, when the subject for consideration is the pay or performance review of any person employed to work at the school
- Non-governors or observers may not vote



25th September 2023

Agreed on (date):

Agreed by:

Chair:

Vice- Chair:

Committee members: