

## Curriculum and Student Matters Committee

### Terms of Reference

**Membership**

The committee should include the Head Teacher and at least one Staff Governor, other membership to be decided at the start of each academic year.

**Quorum**

The quorum is 50% plus one of the agreed membership (where this is not a whole number it should be rounded up)

**Clerking**

Louise Newman (Governance Professional) will provide professional clerking. The Governance Professional will circulate the minutes of all meetings to all members of the FGB.

**Meeting Frequency**

The committee will meet at least once in each school term. In circumstances where a decision is required in a timely fashion an interim meeting may take place.

**Minutes**

The minutes and actions will be distributed to all members. The agenda and papers for submission will be issued not later than 5 working days before the meeting. Items for the agenda should be sent to the Chair and Governance Professional in advance of the agenda being issued.

**Conflict of Interest**

This will be a standing item on each agenda, allowing members to declare any interest on items being discussed (this will include items already declared on the annual business interest declaration).

**Compulsory Training**

Governors serving on this committee MUST attend the following training

- LAC awareness (LAC governor only)
- SEND awareness (SEND governor only)
- Pupil Premium Network (Pupil Premium governor only)
- Safeguarding 2 for Named Governor (Safeguarding Governor)
- Understanding assessment, levelling and links to quality of teaching and learning (one governor)
- Data Interrogation (Data Governors)

**Statutory Policies**

This committee is responsible for the review the following statutory policies as per the review cycle

- Administration of Medicines
- Behaviour
- Child Protection & Safeguarding
- SEND
- Sex Education

This committee is responsible for review of the following non-statutory policies as per the review cycle

- Anti-bullying
- Attendance

## Curriculum and Student Matters Committee

### Terms of Reference

- Bring Your Own Device
- Careers Education (CEIAG and Work Related Learning)
- Citizenship
- Collective Worship
- Community Cohesion
- Curriculum Drug Education
- Examination/Controlled Assessment Malpractice Procedure
- Examinations – Internal Appeals
- Expressive Arts
- Initial Teacher Education
- Internet & Email Acceptable Use Policy – Staff
- Internet & Email Acceptable Use Policy – Students
- Internal Assessment
- Library
- Literacy
- Newly Qualified Teachers
- Reporting
- Teaching and Learning (plus Guidance Handbook)

#### **Delegated Responsibilities**

This committee has an oversight of curriculum matters and non-curriculum matters affecting the students and student life at PGS. These include

- The innovation and developments required by government legislation
- Monitoring of the organisation, resourcing and delivering the curriculum
- Ensuring that statutory requirements regarding the curriculum are met by the school
- Preparation and monitoring of the School Development Plan
- Priorities and requirements arising from the School Development Plan
- Community initiatives and developments
- Monitoring the system of reporting to parents
- The timing of the school day
- The curriculum offer for each Key Stage
- Reviewing annually those curricular policies which are required by education legislation, in order to make recommendations to the FGB
- Monitoring transitional arrangements from feeder schools
- To ensure that governors comply with their statutory obligations in respect of safeguarding and child protection and to assist the school in its compliance with the regulations
- To monitor non-curriculum issues which affect or have an impact on students and student life at the school, and to suggest modifications where appropriate.

The committee will be assisted and advised by relevant members of staff and, when appropriate, other bodies e.g. BoP and DfE