

## **PENWORTHAM PRIORY ACADEMY**

### **Confirmed Curriculum and Standards Committee – Terms of Reference**

**(Agreed at Full Governors meeting of 28/11/16)**

***Note: These terms of Reference align with the NGA's recommended Terms of Reference for this Committee***

#### **Membership**

1. The Committee shall consist of at least six members of the Governing Body.
2. The Chair of the Committee will normally be a member of the board of Trustees.
3. Non-voting participants may be invited to meetings by the Committee as and when required.
4. The Committee shall have such co-opted, non-voting members as the Governing Body shall appoint. The Committee may make recommendations for these appointments.

The membership of the Committee shall be reviewed and determined annually by the Governing Body. The agreed membership of the Committee for 2016-2017 is shown at the end of this document.

#### **Quorum**

The quorum shall be five members, excluding any co-opted non-voting members.

#### **Meetings**

The Clerk to the Board/the Chair shall be responsible for convening meetings of the Committee. Procedures of any meetings held must be minuted and these minutes presented to the next meeting of the Governing Body.

The Committee shall meet at least once a term and otherwise as required.

#### **Responsibilities**

##### ***Strategic School Improvement Plan – Learning & Teaching***

##### **• Curriculum**

1. To review, monitor and evaluate the curriculum offer.
2. To advise the Resources Committee on the relative funding priorities necessary to deliver the curriculum.
3. To oversee arrangements for educational visits, including the appointment of a named co-ordinator.

##### **• SSE/SIP**

4. To recommend approval to the full governing body the:
  - Self-evaluation form
  - School Improvement Plan
  - Targets for school improvement to the governing body
5. To set priorities for improvement, and monitor and evaluate the impact of the improvement plan which relate to the Committee's area of operation.
6. To monitor and evaluate the effectiveness of leadership and management.

7. To consider recommendations from external reviews of the school (eg Ofsted or local school improvement advisers), agree actions as a result of review and evaluate regularly the implementation of the plan.

- **Tracking Pupil Progress**

8. To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.

9. To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.

10. To regularly review and develop the Assessment Policy and ensure that the policy is operating effectively.

- **Professional Development**

11. To monitor and evaluate the impact of continuing professional development on improving staff performance.

- **Special Educational Needs/Vulnerable Children**

12. To monitor and evaluate provision for all groups of vulnerable children (eg looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and attainment.

13. To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher/SENCo and an annual report from the SEN Governor.

14. To ensure that all children have equal opportunities.

### ***Strategic Improvement Plan - Reputation***

15. To identify and celebrate pupil achievements.

### ***Strategic Improvement Plan - Stakeholders***

16. To monitor the school's publicity, public presentation and relationships with the wider community.

### **Policies**

17. To develop and review policies identified within the school's policy review programme and in accordance with the Committee's delegated powers.

### **Agreed Membership of the Curriculum and Standards Committee for 2016-2017**

Prof Gordon Becket (Chair) (Co-opted Governor – voting)

Mrs Michelle Beare (Vice Chair)

Miss Elle Diamond (Associate Governor – voting)

Mrs Louise Gaffing

Miss Karen Livesey (Associate Governor – voting)

Mrs Helen Pratten (Associate Governor – voting)

Mr Darren Taylor

Mrs Kate Thornton

Mr Matthew Eastham (Headteacher)