



Tutshill C Of E Primary School



Woolaston Primary School

Forest Edge Federation

Governing Board

Terms of Reference for Curriculum and Outcomes Committee

September 2023

Note: The terms of reference of the committee will be reviewed annually. The normal procedures and regulations of the governing body also apply to its committees.

1. PURPOSE

The ultimate goal of the committee is to work to ensure pupils' academic, emotional, social and physical needs are met so that they can achieve their full potential. By monitoring and reviewing the curriculum, the attainment of all pupils and the progress of all pupils, the committee aims to identify and address any areas of success, development or concern.

2. MEMBERSHIP

- Unless otherwise specified, the committee will consist of a minimum of five governors including the Headteacher.
- The membership of the committee will be determined at the first meeting of the full governing board in the autumn term and will always include the appointment of a Safeguarding Governor, a SEND Governor and a Pupil Premium Governor.
- The committee will elect a Chair from among the members of the committee.
- The committee may invite Associate Members to join the committee and give them voting rights on that committee at the discretion of the full governing board.
- The committee may invite non-governors to attend meetings in a non-voting capacity as required.
- The Clerk to the governing board will also serve as Clerk to the Education Committee.

3. QUORUM AND VOTING

- The quorum for the committee shall be half the number of committee members rounded up to the nearest whole.
- Only governors and appointed Associate Members can vote.
- No vote may be taken at any meeting where Associate Members outnumber governors.
- Every matter to be decided upon in the committee will be determined by a majority vote; each member of the committee shall be entitled to one vote. Where there is an equal division of votes, the Chair will have the deciding vote.

4. MEETINGS AND RECORDING ARRANGEMENTS

- The committee will meet as often as is necessary to fulfil its responsibilities but no less frequently than once per (long) term.
- A meeting schedule for the year will be decided at the first meeting of the full governing board in the autumn term. In addition, the Chair of the committee or any two committee members may call unscheduled meetings, as long as appropriate notice is given to all members of the committee.
- If the committee members cannot meet in person for whatever reason, they will be invited to attend remotely through Microsoft Teams.
- The Clerk to the committee will circulate an agenda and any other relevant documents to committee members and other attendees one week prior to the meeting.
- The committee may invite non-members to meetings to assist or advise on a specific matter or issue. These additional attendees will not be entitled to vote on any matters.
- If the Chair of the committee is unable to attend a meeting, the committee will elect any member to act as chairperson for that meeting.

- If the Clerk is unable to attend a meeting, the committee must appoint a stand-in clerk for that meeting, who must not be the Executive Headteacher of the school (in accordance with the School Governance Regulations).
- The Clerk will take minutes of the meeting which will record the date of the meeting; attendees; agenda items; questions raised during the meeting; decisions or recommendations made during the meeting, and action points resulting from those decisions/recommendations.
- The Clerk shall keep a register of attendance for each meeting, which will be included in the minutes. Overall attendance at committee meetings shall be reviewed annually by the full governing board.
- Minutes of meetings will be circulated in draft form to all members of the committee as soon as possible after the meeting, and to all governors one week before the next full governing body meeting.
- Minutes from committee meetings will be a standing agenda item at every full governing body meeting. The Chair of the committee will answer questions on the minutes and will provide a verbal update to governors on any matters arising after the minutes were prepared.

5. FUNCTIONS OF THIS COMMITTEE

5.1 Safeguarding & pupil well-being

- To keep fully informed of all statutory guidance relating to safeguarding in order to provide accurate advice to the full governing body regarding the school's safeguarding policies and procedures.
- To ensure the appropriate policies and procedures are in place to promote the educational, physical, mental, social and cultural well-being of all pupils in the school.
- To ensure that the needs of pupils with special educational needs are met by reviewing and monitoring the intent, implementation and impact of the school SEND policy.
- To ensure relevant information relating to SEND is published on the school website
- To ensure that there are effective procedures and policies in place across the school in relation to pupil support, attendance and behaviour management and rewards.
- To remain informed on the attendance rate of the school and ensure that there are effective procedures in place to fulfil statutory requirements, especially regarding pupils missing education.

5.2 Pupil attainment and progress

- To monitor the attainment of all pupils attending the school.
- To monitor the progress of all pupils attending the school.
- To use assessment data provided by senior leaders and subject leads to evaluate the impact of teaching and learning on the attainment and progress of all pupils.
- To receive an anonymised report from the Headteacher at least once a year on the quality of teaching in the school and to advise the full governing body accordingly.
- To analyse the school's attainment and progress data against LA and national standards and trends.
- To report information on pupil attainment and progress to the full governing board, advising governors on trends, targets and areas of concern.
- To have knowledge of the educational needs of specific groups of pupils within the school, including but not restricted to boys, girls, pupils with SEND, Pupil Premium pupils, Service pupils, More Able pupils.

- To monitor the attainment and progress of specific groups of pupils within the school, including but not restricted to boys, girls, pupils with SEND, Pupil Premium pupils, Service pupils, More Able pupils.
- To monitor the intent, implementation and impact of Pupil Premium and Service Premium funding on the attainment and progress of Pupil Premium and Service pupils through regular reports from the Headteacher and the named Pupil Premium governor.
- To advise the business committee or the main governing body of any pupil attainment or pupil progress issues that have financial or personnel implications.

5.3 School improvement

- To work with the Executive Headteacher, the staff and the LA to identify priorities for school improvement for discussion and approval by the governing body.
- To understand and use both external and internal sources of data effectively to hold senior leaders to account for school performance.
- To understand the targets for school improvement set by Senior and Middle Leaders in the School Development Plan and to challenge any underperformance or failure to reach these targets.
- To understand any targets or expectations set by outside agencies, specifically Ofsted and the LA, and to challenge any underperformance or failure to reach these targets.
- To monitor the implementation of the School Development Plan.
- To advise the business committee or the main governing body of any school improvement issues that have financial or personnel implications.

5.4 Curriculum

- To advise the governing body on the school's Curriculum Policy and its statutory obligations regarding the curriculum.
- To ensure statutory information relating to the curriculum is published on the school website.
- To keep fully informed of current National Curriculum requirements and Ofsted's curriculum priorities in order to make effective recommendations to the full governing body.
- To ensure the school's curriculum is broad, balanced and fit for purpose, in keeping with the ethos of the school and the requirements of the National Curriculum.
- To ensure that the curriculum gives due regard to all pupils' educational, physical, emotional, spiritual, moral, social and cultural well-being and development.
- To monitor provision within the curriculum for specific groups of pupils to ensure it meets both statutory requirements and the specific needs of those pupils, including but not restricted to boys, girls, pupils with SEND, Pupil Premium pupils, Service pupils, More Able pupils.
- To monitor and evaluate the intention, implementation and impact of the curriculum in all subject areas and across all year groups in the school.
- In consultation with the Executive Headteacher, to identify and assign individual governors to monitor specific areas of the curriculum, including but not limited to: EYFS, English, Maths, Science. (These governors need not be members of the Education Committee but should be willing to feed back to committee meetings and the full governing body, as required.)
- To ensure there are adequate procedures and provisions in place for the delivery of remote (online) and/or blended learning wherever and whenever appropriate.

- To monitor arrangements for the delivery of all national tests: Phonics Screening Test, KS1 SATS, KS2 SATS.
- To monitor arrangements for educational visits, including risk assessments.
- To advise the business committee or the main governing body of any curriculum issues that have financial or personnel implications.

5.5 **Policies**

- To review and monitor the intention, implementation and impact of all policies delegated to the Education Committee (see below), in line with the policy review schedule.
- To advise the full governing body on any recommended updates and amendments to policies reviewed by the Education Committee.
- To ensure the website is up-to-date, relevant and compliant with all statutory obligations.

5.6 **Governor monitoring & self-assessment**

- To develop and review a monitoring procedure and cycle for governors.
- To oversee the policy and protocol for governor visits to the school ensuring that all governors are aware of and following the agreed protocol.
- To review the committee's own performance, constitution and these terms of reference at least annually to make sure that the committee is operating at its full potential.
- To maintain and develop the knowledge and skills of individual committee members through appropriate training.

6 **Policies**

The following policies are delegated to this committee (those in **bold** are statutory policies). For full details, refer to the policy review schedule:

- Acceptable Use Policy
- Administering Prescription Medicines
- Art
- Assessment
- Attendance
- **Behaviour, Sanctions & Rewards**
 - Behaviour Principles
 - Computing
 - Collective Worship
 - Curriculum
 - Disability Equality
 - Drugs Education
 - DT
- **EYFS**
 - English
 - Equal Opportunities
 - Equality & Diversity
 - E-Safety
 - Fundamental British Values
 - Geography
 - History
 - Homework
 - Inclusion
 - Internet Access
- **Looked After Children**
 - Marking & Feedback

- Maths
- Modern Foreign Languages
- Monitoring & Evaluation
- More Able Pupils
- Music
- Pastoral Care
- PE
- PSHE
- Pupil Premium
- Race Equality
- RE
- RSE
- Science
- Teaching & Learning

Agreed by Curriculum & Outcome Committee

Signed on behalf of the committee by Chair of the Committee,

Signature: _____ Date: _____

Review date: September 2024