

BROOKFIELD PARK PRIMARY SCHOOL



CURRICULUM COMMITTEE

TERMS OF REFERENCE *(reviewed October 2023)*

Membership

The committee shall consist of at least four members of the governing body including the headteacher and chair or vice chair of governors.

The committee will elect a chair from within its own membership. The committee will be chaired by an experienced member of the governing body.

Non-voting participants may be invited to the meetings by the committee as and when required. These will include:

- Senior leaders
- Middle leaders
- School advisers

The membership of the committee will be reviewed and determined annually

The governing body will appoint a clerk to the committee.

Quorum

The Quorum shall be 3 governors in addition to the headteacher.

Meetings

The clerk to the committee shall be responsible for convening meetings of the committee. Procedures of any meetings held must be minuted and those minutes presented for the next meeting of the governing body.

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

Responsibilities

The main function of the committee is to monitor and evaluate the standards and achievement of the school and the quality of education provided.

In particular, the committee will:-

1. Monitor pupil progress in relation to the targets set and with specific reference in particular groups;

2. Receive and critically review school performance data including that from the Lancashire School Improvement Profile, ISDR Inspection Summary Dashboard Report and Analyse School Performance (ASP);
3. Monitor the impact of curriculum policies and planning on pupils' learning;
4. Provide regular reports to the governing body on their monitoring of the School Improvement Plan;
5. Where appropriate, review and evaluate the effectiveness of county council support and intervention;
6. Receive regular reports from the headteacher on the quality of teaching and learning and the impact of improvement strategies;
7. Monitor and evaluate aspect of the school's provision e.g. pastoral care, guidance and support, leadership and management and Special Educational Needs and disability (SEND) and inclusion;
8. Ensure members of the committee and other governors have a clear understanding of the vision and aims and strengths and weaknesses of the school so they can actively contribute to the completion of the Self Evaluation Form (SEF);
9. Request and receive reports, as and when required, from key members of staff e.g. curriculum leaders and senior leaders;
10. Ensure that committee members and other governors keep themselves informed of the key initiatives and take part in appropriate training and development activities;
11. Contribute to the preparation of any appropriate action or improvement plans
12. Be mindful of the requirements of the Equalities Act 2010.