

**TERMS OF REFERENCE FOR
CURRICULUM AND LEARNING COMMITTEE 2023-24**

- 1 The committee will consist of a minimum of five members of the governing body from who will be appointed a chairperson. In addition, the chairman of governors and the head teacher may be ex officio members of the committee.
- 2 The committee may, if they so wish, propose suitable persons from the governing body to be co-opted to the committee as non-voting members to provide additional expertise.
- 3 A vice-chairman shall also be appointed who will conduct the business of the committee meetings in the absence of the chairperson.
- 4 The committee shall not be quorate unless four voting governor members of the committee are present.
- 5 All governor members of the committee shall be entitled to vote. The chairperson does not have a casting vote. Non-governors, either co-opted or visiting, are not entitled to vote.
- 6 Minutes of meetings will be made to record the names of those attending, the time and place, and any discussion, action points or recommendations to be made to the governing body, clearly indicating which are decisions and which are recommendations. Recommendations must be framed in such a way as to offer the governing body clear proposals or alternatives to debate and decide upon.
- 7 Draft minutes will be circulated to governors as soon as possible after the meeting.
- 8 The committee will consider matters as directed by the chairperson and take advice when and as appropriate from the head teacher.
- 9 Members of the committee must make efforts to attend appropriate training courses.
- 10 The committee will meet at least once per term and otherwise when appropriate and necessary.
- 11 The committee and officers will be appointed/re-appointed on an annual basis at the first meeting of the governing body in the academic year.
- 12 The terms of reference of the committee will be reviewed and renewed annually at the first committee meeting in each academic year.
- 13 The normal procedures and regulations appertaining to the full governing body shall also apply to the committee.

14 On behalf of the governing body, the committee will have delegated powers to undertake the following duties:

- To advise the governing body on their statutory obligations under the National Curriculum and Early Years Foundation Stage.
- To provide the governing body with information on how the curriculum is taught, resourced and evaluated.
- To review pupil development.
- To review the policy and provisions for collective worship and religious education in accordance with the trust deed of the school, and to make recommendations with reference to the LEA's R.E. policy and Diocesan religious policy.
- To review assessment, target setting and monitoring.
- To review the provision for special educational needs.
- To review provision for equal opportunities.
- To regularly review curriculum areas.
- To review pupil premium and its impact on attainment and outcomes for its recipients..
- To review sports premium.

Reviewed and agreed by Curriculum Committee – 10/05/16

Reviewed and agreed by Full Governing Body - 07/06/16

Changed the number required to be quorate from two to four as agreed by FGB - 25/05/17

Agreed no change is necessary by FGB on 19/09/18

Agreed no change is necessary by FGB on 18/09/19

Agreed a small change relating to number of meetings a term, agreed by FGB 16/09/20 and ratified by Curriculum 20/10/20

Agreed no change is necessary by Curriculum committee on 19/10/21 and ratified by the next FGB meeting.

Agreed no change necessary by FGB meeting held on 20/09/23

Signed:
Chair of Governors

Date:

