



# Batchwood School

make every day count

## Curriculum and Learning Committee

### Terms of Reference

1. To advise the Governing Body on the School's Development Plan and its statutory obligations regarding the curriculum.
2. With the assistance of the staff, to monitor and evaluate attainment recording, the delivery of the curriculum, and how the school is working to safeguard children.
3. To review, approve and monitor the implementation of policies for curriculum areas, special educational needs, collective worship, race, equality, student discipline, looked-after children, child protection and the disability equality scheme.
4. To ensure that the needs of the students with special educational needs are met.
5. In conjunction with the Headteacher, to recommend to the governing body statutory targets for student attainment.
6. At least annually, to receive a report from the Headteacher on the Joint Annual Review (JARV), on the quality of teaching, on standards of student achievement, and to identify any necessary governing body actions.
7. After consultation with the Headteacher and staff, to identify priorities for the School Development Plan and to consider the draft Plan for discussion and approval by the governing body.
8. To monitor, at least once a term, the School's self-evaluation procedure and progress on implementing the School Improvement Plan.
9. To review, after consultation with the Headteacher and staff, the School's policies and student well-being, personal development, homework, uniform and appearance of students, and make any recommendations.
10. To review and monitor the policy on charging and remissions for, and the conduct of, school journeys and visits and other off-site pupil activity.

**These terms of reference were agreed by the Governing Body:**

**December 2016**



## General Terms of Reference

- Membership and Chairing:** Until otherwise specified by the governing body, the committee will consist of a maximum of seven governors. The Chair of Governors and a specified member of the Senior Leadership Team will be ex-officio members of the committee. The committee is required by the regulations to have a clerk appointed by the governing body.

The committee will annually, in the first meeting of the academic year, elect a Chair from among its members. In the absence of the Chair from any meeting the committee will elect another member to act as Chair for that meeting.

Committees may invite non-governors to attend but not in a voting capacity.
- Voting and Quorums:** Only Governors and appointed associate members can vote. No vote may be taken at any meeting where associate members out-number governors, (*Associate members are non-governors who may be appointed to committees by the governing body. They are appointed for a period of between one and four years and have limited voting powers*).

The committee quorum will be a minimum of three governors, at least one of whom must be a non-staff governor.
- Minutes and Meetings:** Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the governing body a clear proposal or alternatives to debate and decide upon.

Minutes will be circulated to all members of the committee and the chairs of other committees as soon as possible after the meeting (*no later than 2 school weeks after*), and to all governors with the agenda of the next governing body meeting.

The committee will meet no less than two school weeks in advance of each governing body meeting and at other times as they see fit, i.e. at least once a term.
- Functions:** The committee will consider matters as set out in its Terms of Reference or as requested by the governing body, taking advice as appropriate.

The committee will recommend the powers that should be delegated to it by the governing body. The governing body will modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for the committee.

Any decisions which require a spending commitment over and above agreed budget provision must be referred to the Resources Committee. The Chair should also check before committing expenditure to ensure that there has been no change in the financial position.
- Procedures and training:** The membership of the committee will be determined at the first meeting of the governing body in the Autumn term. Casual vacancies will be filled at the first available governors' meeting, the terms of reference of the committee will be reviewed at least annually.

The normal procedures and regulations of the governing body also apply to its committees. Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

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