



Curriculum and Standards Subcommittee

Introduction

The Governing Body can delegate functions to a subcommittee, subject to prescribed restrictions. The Governing Body agrees the level of delegation to this committee via this Terms of Reference, which is reviewed and agreed annually. Outside of this review period, amendments can be agreed and applied by the Governing Body.

Statement of Remit

The Curriculum & Standards Committee will challenge and support the Management Team, with the aim of driving up standards by ensuring delivery of a broad and balanced curriculum that enables every child to reach his or her full potential in a stimulating environment. The committee will work with Foundation governors to enhance and develop the Federation's Christian Ethos.

Membership	The Committee will comprise between 4 and 6 members of the Governing Body with voting rights. This committee may decide, from time to time to allow additional members to attend meetings at which particular items of business are to be considered. Such members, however, will not have voting rights.
Quorum	Not less than three of the members with voting rights will be required to attend for a meeting to form a quorum.
Convening Meetings	Curriculum & Resources Committee will meet a minimum of once per term. In addition the Chair, the Executive Headteacher, or any two members of the Committee may request a meeting. Committee members shall be given at least seven calendar days notice of a Committee meeting.
Appointment of the Chair and Clerk	The appointment of the Chair of the Committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year.
Role of Committee Chair	<ul style="list-style-type: none">• Ensure meetings are conducted in accordance with Norfolk Governor Toolkit guidelines and good meetings management• Draw up the agenda (in liaison with Executive Headteacher and other Governors as necessary) and gather together the necessary paperwork, such that these are circulated 7 calendar days in advance of meetings.• Ensure flexibility of meeting dates and times such that Governors have the opportunity to manage personal and Governance commitments.• Ensure the committee, on an annual basis, sets and then follows a broad timetable of activity that, together with Terms of Reference, is reviewed by Full Governing Body.
Role of Committee Clerk	<ul style="list-style-type: none">• Provide draft minutes to committee members within 7 calendar days of a meeting being held.• Minutes must record those present and consent to any apologies. Minutes must record business conducted at the meeting, including decisions taken, challenges made and questions asked, such that all members of the governing body can be aware of committee business.

The Saints Primary School Federation
Governance Subcommittee Terms of Reference

Functions Delegated to Curriculum and Standards Committee

1. Monitor and review the academic and pastoral arrangements of the school in order to ensure that the school maintains and delivers a broad and balanced curriculum in keeping with the aims of the school and the requirements of the National Curriculum
2. Advise the Governing Body on curricular matters including the implementation of the National Curriculum and their obligations regarding the National Curriculum
3. Make recommendations for updating the School Improvement and Development plan on an annual basis
4. Monitor effectiveness of all the Schools' curriculum policies and make representations to the Full Governing Body for changes where appropriate, including:
 - The schools policy for special education needs and
 - The schools policy for gifted and talented
5. Monitor the Schools' use of additional funds, e.g. Pupil Premium, and the outcomes of the funding for all pupils, especially those in vulnerable groups.
6. Consider and give advice on any matter involving the curriculum referred to by the Governing Body
7. Review information about school performance and the standards being achieved by the school within the School Improvement and Development Plan
8. Receive reports from the Executive Headteacher on delivery of the National Curriculum including assessment and testing arrangements
9. Monitor and review the key curriculum areas of the School Improvement and Development Plan and to action the monitoring policy
10. Recommend to the Resources Committee, where appropriate, additional funding needs to enhance learning and drive up standards including the use of Pupil Premium
11. Monitor assessment and achievement data with particular reference to all vulnerable groups of pupils.
12. Monitor Well-being – of pupils to ensure readiness for learning, and of staff by enabling access to internal and external support systems, e.g. through CPD, or Critical Incident support
13. Ensure the Governing Body is aware of the Local Authority's approved arrangements for hearing about complaints about the curriculum
14. Undertake tasks directed by the Governing Body

Functions delegated to the Executive Headteacher

1. Responsible for the day to day management of the curriculum
2. Monitor the quality of Teaching and Learning
3. Take other action on curricular issues as required in response to the DfE.

Functions retained by the Governing Body

1. Ratify policy documents
2. Monitor curricular areas as agreed by the Full Governing Body

NB

Governing Bodies cannot delegate to committees responsibility for issues relating to the implementation of the National Curriculum, Curriculum Statement, Sex Education, Religious Education and Collective Worship