

Menston Primary School
School Improvement, Curriculum and Standards Committee
Terms of Reference 2021 -22

(Reviewed and approved at the Full Governing Body meeting 13 July 2021)

Overall Roles of the Committee

- To assist the Governing Body to ensure the overall aim and focus of the school is to provide the highest quality of provision, both human and physical, to support the development of students in school.
- To assist the Governing Body in fulfilling its school curriculum responsibilities and its responsibilities in relation to the implementation of any nationally agreed curriculum and other associated courses.

Terms of reference:

- To review and approve all policies relating to Child Protection and Safeguarding.
- To **advise** the Governing Body on its statutory obligations regarding the Curriculum.
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committee or the Governing Body
- To receive regular reports from curriculum subject leaders.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To contribute to the monitoring and evaluation of pupil attainment and progress.
- To review both the policy and the provision for collective worship and religious education and to report to the Governing Body on such matters
- To review both the policy for and the provision of relationships and health education and to report to the Governing Body on such matters
- To review both the policy and the provision of Fundamental British Values and to report to the governing body on such matters
- To review both the policy and the provision of Spiritual, Moral, Social and Cultural aspects and to report to the governing body on such matters
- To review the Anti-Bullying Policy and report to the governing body on matters relating to the policy
- To review the Equal Opportunities Policy and report to the governing body on matters relating to the policy
- To review and approve policies relating to curriculum matters in school in accordance with the schedule of policies and documents approved by the full governing body.
- To oversee arrangements and ensure compliance of publication of key statutory information via school's website.
- To oversee arrangements for and compliance with the Primary PE and Sports Premium Grant
- To monitor and report on pupil attendance

Disqualification – None

Meetings

- Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Reporting

- The draft minutes of the Committee to be circulated to all governors as quickly as possible after agreement with the Head and Chair of the Committee.
- Items that are deemed to be confidential by the Committee shall be recorded as a separate confidential minute and reported verbally at the next Governing Body meeting, by the Chair of the Committee, wherever possible.
- The Chair of the Committee to answer questions raised concerning the minutes at the next Governing Body meeting

Membership

- Associate members can be appointed to the committee by the Full Governing Body.
- Voting rights shall be restricted to members of the Committee.
- The Committee shall have the right to involve other governors and members of staff as and when agreed.
- The quorum for the meetings shall be 3 governors, with at least 2 non-school based governors present.

Review

All of the above to be reviewed by the Governing Body at the last meeting of the academic year in preparation for the coming academic year.

Date Committee established: July 2021

Date of next review: July 2022