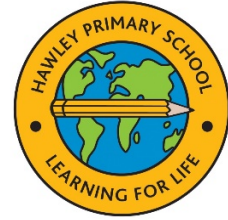


HAWLEY PRIMARY SCHOOL



TERMS OF REFERENCE CURRICULUM & STANDARDS COMMITTEE 2023/2024

These Terms of reference are in line and further support the code of conduct of the full governing body

Scope

The committee shall be responsible for:

- The National Curriculum
- SEN & Pupil Premium Provision

Membership

- The committee shall consist of a minimum of four governors, including the Headteacher.
- Membership will be determined annually during the final Governing Body meeting, at the end of the academic year.
- The full Governing Body has appointed the clerk to governors as clerk to this committee and she will be responsible for taking minutes at each meeting.
- The clerk will implement action-orientated minute taking, which will be reviewed at the next meeting.

Quorum

- There must be at least three governors present at each committee meeting, one of which must be the Headteacher or her representative.

Meetings

- All meetings will be set and agreed by the chair of governors and published in the annual calendar of dates in July, before the next academic year.
- Meetings shall be held as necessary, but not less than one every term, prior to the full governing body meetings.
- The time of the next meeting will be set at the one prior to it, to ensure it is mutually agreeable.
- Agendas will be set by the clerk, Headteacher and Chair of the committee, Any additions to the agenda will only be added if agreed by the Chair, Clerk and Headteacher and have to be submitted two weeks prior the meeting.
- The meeting length should be respectful of people's time and reflective of the agenda.

Main Responsibility

The National Curriculum

- To advise the whole governing body on all matters relating to the National Curriculum and other curriculum matters, having liaised fully with the Headteacher and the teaching staff.
- To ensure that the curriculum of Hawley Primary School meets the Governments statutory requirements.
- To examine how well the school is promoting the pupils' spiritual, moral, social and cultural development.
- Committee members will actively engage with the school via activities such as visits, visiting relevant lessons and meeting with staff and pupils as required and where appropriate.
- To recommend to the whole governing body revisions as necessary and at least annually, on curriculum policies which are required by legislation.
- To ensure the Governing Body meets its statutory responsibility in producing and monitoring curriculum policies required by legislation.
- With the assistance of the teaching staff, upon request provide information about how the curriculum is taught, evaluated and resourced.
- To ensure that all tests, assessments and book scrutiny provides evidence of pupil progress.
- To oversee arrangements for assessment and monitoring pupil progress by reviewing termly data.
- To receive and review annual Key Stage 1 and 2 performance targets for each academic year.
- To ensure that improvements are met so that standards rise and pupils receive the best possible education.
- To ensure that the school meets its legal requirement to report pupil progress to parents and carers, both through on-going communication and providing records of achievement at the end of each academic year.
- To liaise with local community groups and organisations, local groups, parents and playgroups etc., to build the widest possible network to foster good communications and encourage interest in the school.

SEN & Pupil Premium Provision

- Ensure that through regular reports, the full governing body is fulfilling its responsibility for all children with special needs.
- Monitor and evaluate the Special Needs provision and implementation in the school and recommend the statement within the School Profile for parents
- To examine and appraise how Pupil Premium funding is utilized for the benefit of the relevant children.
- To ensure that the governing body is kept fully informed regarding opportunities for more able pupils, equal opportunities, disabilities, sport etc.

Reporting to the Governing Body

- Minutes in writing should be circulated with the agenda of the next full governing body meeting.

Agreed by governing body:**(Signature of Chair):****Date Proposed:****Date Ratified:****Review: Autumn 2023**