

# Terms of Reference for Clifton Green Teaching, Learning & Curriculum Committee



**Date of Review:** October 2020

**Date of Next Review** October 2021



# Clifton Green Primary School

## Teaching, Learning & Curriculum Committee

### Terms of Reference

**The governing body must review the delegation of functions and the establishment, terms of reference and membership of committees and working groups annually.**

#### **1 COMPOSITION**

At least 3 members of the governing body with voting rights. The governing body or the committee may appoint associate members to serve on this committee. Such members may have voting rights only as determined by the governing body and within the terms of the School Governance Roles, Procedures and Allowances Regulations 2013.

#### **2 QUORUM**

The quorum for meeting and any vote will be three governors who are members of the committee, or more, as determined by the committee.

#### **3 TERMS OF REFERENCE OF THE COMMITTEE**

- i To advise the governing body on curricular matters including the implementation of the National Curriculum, the EYFS and other relevant legislation;
- ii to ensure the National Curriculum and other relevant legislation is implemented;
- iii to plan, monitor and review academic and pastoral arrangements of the school and take a strategic role in curriculum development, in keeping with the aims of the school and the needs of the learners and the requirements of the National Curriculum and other relevant legislation;
- iv to make recommendations for updating the school development plan on a regular basis;
- v to monitor the effectiveness of the school's curriculum policy and other subject policies and implement changes where appropriate, including:
  - a) the school's policy on sex education;
  - b) the school's policy on special educational needs;
- vi to decide what sex education is provided and, where provided, ensure there is due regard to moral considerations and the value of family life;
- vii to agree any general principles on pupil discipline;
- viii to take action to forbid political indoctrination in schools, and to secure balanced treatment of political issues;

- ix to invite external input to meetings when appropriate;
- x if it so wishes, to make an application to the Standing Advisory Council on Religious Education (SACRE) for determination in order that the requirement for the daily act of collective worship to be broadly Christian for most of the time does not apply; and
- xi to determine when exam and test results will be published.
- xii To formulate, monitor and review principles of good teaching and learning
- xiii To monitor the achievement and progress of pupils.
- iv To monitor behaviour and attendance of pupils.

#### **4 FUNCTIONS RETAINED BY THE GOVERNING BODY**

The 2000/2122 Statutory Instrument, The Education (School Government) (Terms of Reference) (England) Regulations 2000 state that the headteacher is responsible for annually reviewing and implementing the curriculum policy and proposing this to the Governing Body. The committee can advise the Governing Body to adopt or reject the policy proposed by the headteacher.

#### **5 APPOINTMENT OF CHAIR AND CLERK**

The appointment of the Chair shall be determined by the governing body or by the committee and reviewed annually. The governing body shall appoint a clerk to the committee.

#### **6 MINUTES**

A written record of the meetings of the committee will be submitted to the next full governing body meeting, through the Clerk to the governing body.

#### **7 FREQUENCY OF MEETINGS**

Meetings will be held at least once each term.

#### **8 CONVENING MEETINGS**

A meeting shall be convened by the Clerk under the direction of the governing body and the Chair of the committee. The Clerk will give every member of the committee and the headteacher (if not a member of the committee) written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven day' clear notice before the date of the committee meeting. If the Chair of the committee considers that there are matters that demand urgent consideration they may determine a shorter period of notice.