

# The High School Leckhampton

## Terms of Reference for Curriculum & Standards Committee

### 2023-2024

#### 1. Scope

The purpose of the Curriculum & Standards Committee is to advise the Governing Body on the successful delivery of the school's curriculum.

#### 2. Membership

- i The Curriculum & Standards Committee shall consist of not less than 4 governors, this must include either The Headteacher or Staff Governor
- ii To maintain continuity and development of a measure of expertise, governors should expect to remain in membership of the committee for a period of at least 2 years or until their membership of the governing body terminates if that should occur before the expiry of the 2-year period.
- iii Representation of the Curriculum & Standards Committee for the academic year 2023/2024 shall be:
  - Chair Jane Lloyd Davies Appointed Governor
  - Vice-Chair Fran Allen Parent Governor
  - Ian Davidson Appointed Governor
  - Helen Wood Headteacher

Non-voting school representatives

  - Mrs Nicki Harrington Clerk

#### 3. Quorum

- i The quorum shall be 3 governors which must include the Chair or an agreed Vice-Chair, and The Headteacher or Staff Governor
- ii In the absence of a properly constituted quorum for a planned meeting, the committee shall re-convene at the earliest available opportunity.

#### 4. Meetings

- i The Curriculum & Standards Committee shall meet not less than once per term; additional meetings may be called when required by circumstances.
- ii A provisional schedule of regular meetings for the academic year shall be agreed at the first meeting of the Summer Term.
- iii Extra-Ordinary meetings of the committee shall be convened by the Clerk of the Curriculum & Standards Committee as required at no less than seven days notice.

## **5. Chairperson**

- i The Chair, who should be a governor, shall be elected annually at the first meeting of the Curriculum & Standards Committee of the Autumn Term.
- ii Ideally, a governor shall not hold the Chair for more than 3 consecutive years unless he/she is unopposed for election.

## **6. Standing Orders**

- i The clerk to the Curriculum & Standards Committee shall distribute the agenda for each meeting to all committee members at least seven days in advance of the meeting.
- ii All meetings will be clerked, and all decisions, recommendations and actions arising from committee meetings shall be recorded in the minutes.
- iii All minutes will be circulated to committee members before presentation to the full governing body.
- iv Committee members shall verify the accuracy of the minutes in advance of the distribution of such minutes to the full governing body (any amendments to be notified to the clerk to the Governors).
- v Only governors who are properly constituted members of the Curriculum & Standards Committee shall vote on issues within the assigned terms of reference.
- vi Where there is equality in a vote, which cannot be resolved in committee, the Chair shall have a casting vote.
- vii The Nolan Principles on standards in public life shall always apply in meetings.

## **7. Delegated Powers and Responsibilities**

The Curriculum & Standards Committee has delegated responsibilities and powers from the governing body to advise the governing body in relation to the main school:-

- Standards of achievement and progress. Review of internal monitoring and performance as defined by external data sources (eg Analysing School Performance (ASP), League tables, benchmarking group, FFT, etc)
- Delivery and development of the curriculum; monitoring of effectiveness of key strategies and partnerships; timetable & teaching time
- Oversight of department plans and review of Link Governor reports

- Responses to new educational initiatives and emerging policy, inspections and external reports
- Special Educational Needs provision and Stretch and Challenge programmes
- Provision for training and staff development
- Implications for resourcing all of the above
- Aspects not covered by the above but related to the SDP and/or included under the curriculum section in the Governors Handbook

## **8. Review**

These Terms of Reference shall be reviewed annually in the Autumn Term by the Curriculum & Standards Committee and amendments to be approved by the Full Governing Body.

NJH Jan 2024