

# **Curriculum and Standards Committee**

## **Terms of Reference**

### **Committee purpose**

- To provide oversight of school performance in respect of pupil progress, attainment, attendance and discipline
- To agree priorities and policies linked to the above, and to provide scrutiny concerning the effectiveness of school policies in the pursuit of achieving high quality outcomes for pupils and the school
- To champion the importance of teaching and learning as a central tenant of the school's priorities
- To ensure the Teaching and Learning maximises the potential of all pupils in the school community through a broad and balanced curriculum.
- To deal with admissions, pupil discipline, attendance and other pastoral issues involving reciprocal communication with parents and pupils.
- To consider, report and make recommendations to the Governing Body on all matters related to the Curriculum and Special Educational Needs in order to contribute to the raising of standards in school.

### **Period of Review**

Terms of reference should be reviewed annually and recommended for approval to the Governing Body in the final meeting of each academic year for the forthcoming academic year.

### **Membership**

Membership shall consist of no fewer than five governors and should include a member of the Finance Committee and the Head Teacher. A minimum of three Governors shall constitute a quorum. The committee should meet at least four times a year, or as required. The committee must elect a chair at the first meeting of the academic year or when a vacancy arises. The person elected must be a Governor not employed by the school. Other professionals (e.g. Staff Members, LA representative) may be invited to attend the committee meeting in order to advise or give a presentation but shall not have any voting rights.

### **Functions**

- To review, monitor and provide scrutiny to the school's performance in respect of progress, attainment and attendance, including benchmarking against local and national comparative data.
- To review, adopt and monitor the school's overall curriculum policy
- To review, monitor and scrutiny impact in respect of Pupil Premium and Sports Premium funding and programmes

- To review, adopt and monitor policies including pupil behaviour and discipline, child protection, and SEND and to monitor their implementation.
- To contribute to and monitor the impact on the school of the School Development Plan, Self Evaluation Framework and the post Ofsted inspection action plan.
- To ensure that the curriculum intent is for for purpose and being implemented effectively across the school
- To ensure that the requirements of children with special educational needs are met, as laid out in the Code of Practice.
- To advise the Finance and Personnel committee on the relative funding priorities necessary to deliver the curriculum.
- To formally agree targets for all year groups, and to scrutinise school performance in respect of meeting these targets
- To ensure that parents are kept informed about achievement and attainment of pupils.
- Where appropriate to appeal against LA directions to admit pupil(s), where the LA is the admissions authority.
- To oversee the arrangements for educational visits including the appointment of a named Co-ordinator.
- To advise the Governing Body on the School's Learning & Teaching policy, the LA's curriculum statement and its statutory obligations under the National Curriculum.
- To ensure that the school web site meets legal requirements.

The Curriculum and Standards Committee is responsible for the review, development and recommendation of the following policies:

**(a) Those where the committee have delegated powers to approve:**

Assessment  
 Calculation  
 Educational Visits  
 PSHE  
 Pupils' Spiritual, Moral and Cultural Development  
 RSE  
 Volunteer

**(b) Those where the Governing Body approval is required:**

Admissions  
 Behaviour, Discipline and Anti-Bullying  
 Attendance  
 Sex & Relationships Education  
 Special Educational Needs

The Curriculum and Standards Committee delegates the following responsibilities to the Head Teacher:

- To ensure the provision of free school meals to those pupils meeting the criteria.

- To ensure that the school's Health & Safety policy is met by the school on a day-to-day basis.
- To be responsible for the operation of the Emergency Closures policy.
- To be responsible for taking appropriate action under the Anti-Social Behaviour Act 2003 relating to unauthorised absences.
- To draft the Learning & Teaching framework for recommendation to the Curriculum and Standards Committee
- To implement the Learning & Teaching framework agreed by the Governing Body.
- To be responsible for the standards of teaching in the school.
- Ensure the provision of RE in line with the school's basic Curriculum
- To ensure that all pupils take part in a daily act of collective worship
- To follow the Lincolnshire agreed syllabus for R.E.

### **Key Documents**

A range of key documents will inform the work of this committee. These include:

- The School Development Plan and School Self Evaluation
- The school's own tracking data
- Inspection Data Summary Report

**Last reviewed: July 2025, pending FGB approval**

## Appendix One

### Agenda items to be included in meetings

#### **November (10<sup>th</sup>); dates relate to school year 2025-6**

- Pupil Premium Review (to be placed on web site)
- Sports Premium review (to be placed on web site)
- Agree whole school targets

#### **January (19<sup>th</sup>)**

- Evaluation of attendance year to date
- Update on quality of teaching and key areas for improvement (report from headteacher)
- Update (written report or presentation) from Literacy or Mathematics lead teacher (or both)
- Evaluation of pupil progress (All years, SEND, PP, Phonics)
- Review of progress towards December Milestones in SDP and subsequent updates to SEF

#### **May (5<sup>th</sup>)**

- Evaluation of attendance year to date
- Update on progress with particular reference to School Development Plan
- Update (written report or presentation) from Literacy or Mathematics lead teacher (or both)
- Evaluation of pupil progress (yr 2, yr 6, SEND, PP, Phonics)
- Presentation of progress towards milestones in SDP and subsequent updates to SEF

### **July (13<sup>th</sup>)**

- Review of end of year data
- Review of evaluation of attendance year to date
- Report on impact of CPD
- Report on quality of teaching and key areas for improvement
- Priorities, key themes and lessons learned for the following school year

<sup>1</sup> Fully reported at Full Governing Body at end of previous term.

<sup>2</sup> This will be presented in detail at Full Governing Body