

STANDARDS, CURRICULUM AND PERSONNEL COMMITTEE

The main functions of this committee are to consider and monitor:

- School standards and performance
- the School Development Plan
- all curricular policies (incl Behaviour)
- delivery of sex education and RE/collective worship
- equal opportunities
- extracurricular activities including collaboration with other schools
- School Evaluation Form
- that all requirements of the National Curriculum are met
- the staffing establishment and staff appointment procedures

1. TERMS OF REFERENCE

The committee's responsibilities for standards and curriculum are set out in Schedule 1.

The committee's responsibilities for general personnel matters are set out in Schedule 2.

2. MEMBERSHIP

- a) The membership of the committee shall be governors plus the head or his/her appointee.
- b) Except for the head, members shall be appointed annually at the summer term meeting of the local governing body.
- c) Should a vacancy arise, a successor shall be appointed by the Local Governing Body/Trust at its next meeting following receipt of the resignation and members so appointed shall serve until the next annual review.
- d) The committee or the Local Governing Body shall appoint the chair. The head or any other person employed at the school may not be appointed as chair.
- e) The LGB will appoint an approved Trust clerk who shall not be the head teacher.

3. QUORUM

The quorum for any meeting of the committee shall be 50% (or a minimum of 3) including the headteacher or their representative. Any decision that requires voting should have a minimum of 3 (2 should not be staff governors).

4. MEETINGS

- a) The committee shall meet a minimum of once a term unless there are exceptional circumstances.
- b) Meetings of the committee will be called by the clerk and seven days' notice will be given with an explanation of the purpose of the meeting.

5. PROCEEDINGS

- a) The committee shall be conducted in accordance with the School Governance Handbook and with any other regulations, amendments or directions as may be issued from time to time.
- b) Minutes shall be kept of each meeting and shall be presented to the next meeting of the committee for approval and signing. A copy of the minutes shall be submitted to the next meeting of the Local Governing Body.
- c) Any recommendations shall be submitted to the next meeting of the Local Governing Body for consideration and approval.
- d) The minutes shall be kept in a separate minute book.

SCHEDULE 1

TERMS OF REFERENCE – STANDARDS AND CURRICULUM

1. To keep under review the secular curriculum for the school and the statement of policy and to make recommendations to the Local Governing Body where necessary to ensure that the requirements of the National Curriculum and relevant legislation are met.
2. To ensure that sufficient lesson time is provided for pupils to cover the National Curriculum and to recommend to the Local Governing Body any changes required.
3. To consider and recommend the draft School Development Plan to the Local Governing Body for approval.
4. To keep under review the school's self evaluation process, and detail of the completed self evaluation form (SEF).
5. To consider and make recommendations to the Local Governing Body on the adoption of policies on specific subjects or aspects of the curriculum but not those related to premises.
6. To monitor and recommend to the LGB and Trust a written statement of general principles on discipline in the school for the guidance of head, staff, parents and others. To keep under review the use of exclusion within the school and to report on this to the LGB at least once in each academic year.
7. To recommend (to the LGB and trust) such targets as the school is required to set (where the Local Governing Body has chosen to delegate this responsibility).
8. To receive reports on the monitoring of the performance of pupils and to submit reports and recommendations to the Local Governing Body as necessary.
9. To carry out the Local Governing Body's responsibilities for the provision of assessment and other curriculum related statistics and information.
10. To provide challenge and hold the headteacher and other senior leaders to account for improving the quality of teaching, pupils' achievement and pupils' behaviour and safety.
11. To ensure that the school's curriculum is compatible with the principles of equal opportunity and to monitor the school's provision under the Disability Discrimination Act. To monitor the recording of equality incidents, to make recommendations to the LGB and to submit a report each year on such incidents to the autumn term meeting of the LGB.

12. To ensure provision of religious education in line with the agreed syllabus.
13. To ensure that all pupils take part in a daily act of collective worship.
14. To consider, where appropriate, how the school might collaborate with other providers to ensure that all pupils in the area have access to the full range of curriculum opportunities.
15. To consider what range of extracurricular activities should be offered beyond the school day.
16. To deal with any other curriculum matters as may be referred by the Local Governing Body.
17. (Primary Schools Only) To make recommendations to the governing body on whether sex education should form part of the curriculum of the school and, if so, to make recommendations about the content and delivery.

SCHEDULE 2

TERMS OF REFERENCE - PERSONNEL

1. To undertake an annual review of the staffing establishment of the school and to recommend to the Local Governing Body an establishment for the following year so that proposals can be incorporated in the school's budget plan. Where it is proposed that there will be a reduction or restructuring of the staffing establishment, to assure the Directors that the appropriate staff consultation process is followed.
2. To recommend to the Local Governing Body and keep under review procedures for the appointment of staff (except for the head and deputy which are prescribed in the LGB terms of reference and the Trust scheme of delegation) which are compatible with regulations and DfE guidance and to maintain a list of governors available to sit on interviewing panels when required.
3. To receive reports from the head on the management of the school's staffing establishment and on general personnel issues.
4. To consider and make recommendations on the introduction of or amendments to personnel policies and procedures.
5. To deal with any personnel matters, which the Local Governing Body may refer from time to time, except those which are the specific responsibility of a separate committee or the Trust.
6. To monitor the school's provision for personnel under the Disability Discrimination Act.
7. To support on requests for discretionary leave of absence in line with the Trust policy.
8. To report outcomes of salary committees role for appraisal.
9. To keep under review leadership and management structures of the school to ensure that the appropriate opportunities for CPD are available and encouraged.