



PINNER WOOD SCHOOL

**CHILDREN, CURRICULUM AND
ACHIEVEMENT COMMITTEE**

TERMS OF REFERENCE

Chair

The Chair of the Committee is Shaheen Saib.

The Governing Body will appoint a Chair of the Committee at its first meeting in the Autumn Term of each year or at the last meeting of the previous summer term.

Membership

The Committee will comprise of staff, L.A., co-opted and parent governors.

The membership of the committee will be determined by the Governing Body at its first meeting in the Autumn Term.

The Governing Body reviews this Committee's remit and membership annually.

SEND Link Governor (Bushra A), Curriculum Link Governor (Emma C). Disadvantaged Pupils Link Governor (Josh B) and the Safeguarding Link Governor (Shaheen S) must be part of this committee. They must attend at least once a term or provide a brief report / note to the committee to update on relevant activities.

Quorum

The quorum for meetings of the Committee is 4 governors. It should also include at least one teacher and one non-staff co-opted member

Clerking

The clerk to the committee is G Harrison.

Meetings

The Committee will meet a minimum of twice per term, in advance of the main governing body meeting, with additional meetings as necessary.

In the absence of the chair at a meeting, the Chair of Governors will act as chair for that meeting.

The Committee may invite non-governors to attend but in a non-voting capacity.

Reporting

The minutes of **Children**, Curriculum and Achievement meetings will be presented at Full Governing Body Meetings during which the Chair of the **Children**, Curriculum and Achievement Committee (or another Governor who is a member of the committee) will deliver a verbal overview of matters discussed, ensuring that the Governing Body is kept fully informed about financial, staffing and premises issues and provide summary reports for the Governing Body on all matters within its remit.

Responsibilities - all committees have the following responsibilities:

- To provide guidance and assistance to the Head Teacher and the Governing Body on all matters as set out in its Terms of Reference.
- To receive reports from members of staff about matters relating to any of the issues listed in their terms of reference.
- To contribute to, monitor and evaluate relevant parts of the self-evaluation summary, the schools' development plans and the policies allocated to them, reporting or making recommendations to the full governing body.
- To consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
- To take appropriate action on any other relevant matter referred by the governing body.
- To take steps to maintain and develop the committee members' knowledge and skills, for example by attending appropriate training.

The Curriculum and Achievement Committee will oversee:

The **Children**, Curriculum and Achievement Committee will oversee pupil achievement, ensuring the school provides a high quality learning experience and delivers a broad and balanced curriculum in keeping with the school's values, vision, and aims, all pupil needs, and legal requirements. **It will also oversee community and children issues.**

In particular the committee will:

- Review the school's **curriculum** policy and statutory obligations in relation the National Curriculum, and all other policies that come under the committee's remit;
- Recommend to the governing body the school's **pupil performance** targets
- Monitor school based local and national **performance data and reports** (e.g. Raiseonline, and School Improvement Partner report), evaluating achievement and **analysing** the performance of different groups and subjects;
- Review the **SEND policy**, monitoring provision and ensuring that the school fulfills its responsibilities for pupils with special educational needs and with disabilities;
- Monitor provision for, progress and attainment of **vulnerable groups** e.g. looked after children, and the effectiveness of any intervention strategies;
- Monitor the quality of teaching and learning through **school visits** as linked to the School Improvement Plan, and attendance of staff meetings pertaining to curriculum and achievement;
- Review provision and policies for sex and relationships education, religious education, and collective worship and make recommendations to the governing body as necessary, and to ensure British values continue to flourish across the school;
- Review the impact of the equality policy (including gender, race, disability) in relation to

teaching and learning, curriculum, achievement and progress;

- Determine, monitor and evaluate the range and impact of extended activities on pupil learning;
- Monitor the overall effectiveness of the early years foundation stage, including outcomes, quality of provision and effectiveness of leadership;
- Keep under review attendance data and interrogate any issues
- Determine and review the charging policy for school activities
- Provide IT guidance and review internal systems, learning platforms and review regularly and work with the school on the external facing website
- Complete bi-annual school surveys with children, parents and staff
- Provide community link through external PR and local newsletters
- Engage with children through reports and attendance at school council
- Oversight of the school travel plan

Link Governor Responsibilities:

- It is the responsibility of the agreed link governors to maintain oversight (but not necessarily responsibility) for those roles.
- The lead / link governors for each specialism / topic should be encouraged to undertake appropriate training.

Policies (statutory and otherwise) – refer to the Policies’ Schedule 2018/2019 which should be read in conjunction with this Terms of Reference.

Approved by the Full Governing Body

Signed _____
Chair of Children, Curriculum and Achievement Committee

Signed _____
Chair of Governors

Date _____