

## **GOVERNING BODY OF GILLOTT'S SCHOOL**

### **TERMS OF REFERENCE FOR CURRICULUM & STUDENT PROGRESS COMMITTEE –**

#### **GENERAL CONSIDERATIONS**

The committee has the authority to make delegated decisions, as agreed by the Governing Body. The committee shall also make recommendations for consideration by the Governing Body.

Committee meetings shall not be open to the public.

Any Governor shall have the right to attend any committee meeting, except in the case of the Personnel committee.

The Chair of the Committee will be elected by a quorum of the Governing Body at the meeting of the full Governing Body in the autumn term. The Chair of Governors will have a second or casting vote, where there is an equal division of votes. No governor employed at the school will act as Chair to the Committee. A member of the Leadership Team, who supports the committee, acts as the Clerk to the Committee and will circulate an agenda and papers for each meeting at least a week in advance, in consultation with the Chair of the Committee.

All committee chairs will meet with the Chair of Governors, the Vice-Chair of Governors and the Headteacher three times per year to plan the work of each committee.

The Terms of Reference of the committee shall be reviewed annually by the Committee and approved by the full Governing Body.

#### **MEMBERSHIP**

The membership of the committee shall consist of not less than six governors and will be agreed on an annual basis at the meeting of the full Governing Body in the autumn term. It will be composed, where at all possible, of at least one governor from each of the categories which form the whole governing body, ie parents, staff and community governors. The Chair of Governors and the Headteacher shall be Ex-Officio members of any committee to which they are otherwise not appointed. The Committee will have the power to co-opt members of the teaching/non-teaching staff if required and to invite attendance at its meetings from persons to assist and advise.

## **QUORUM**

The quorum shall be three members in total. Only governors who are members of the committee may vote at committee meetings. Where necessary, the elected chair of the committee may have a second or casting vote.

## **MEETINGS**

The Committee shall meet three times a year and otherwise as required. In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the Chair of Governors, in consultation with the Headteacher and the Chair of the Committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained at the next meeting of the full Governing Body.

## **TERMS OF REFERENCE AND EXTENT OF DELEGATED AUTHORITY:**

1. To approve the School Curriculum Policy as drawn up by the Headteacher ensuring that the Curriculum is balanced and broadly based, and includes an annual review;
2. To revise regularly the following policies, and to monitor and report back on the implementation of policies, in order to make recommendations for the full Governing Body to consider:-
  - Curriculum Policy (annually);
  - Child Protection/Safeguarding Policy (annually);
  - Designated teacher for LAC (every 3 years);
  - Governors' Statement of Principles for Behaviour (every 3 years);
  - Exclusions (every three years);
  - Accessibility Plan (jointly with Finance & Resources, Curriculum and Information issues only) (every 3 years);
  - Home-school agreement (every 2 years);
  - Relationships and Sex Education Policy (every 2 years).

To monitor the progress of the school in using the Gatsby Charitable Foundation's Benchmarks to develop and improve our careers provision (annually);

3. To be responsible for setting, with the Headteacher the targets for the achievement of pupils, ensuring the whole Governing Body is aware of these targets;
4. To review and monitor student progress against the school targets, in particular that of disadvantaged students and students with SEND;
5. To monitor the effectiveness of the school's assessment policy and the reporting of attainment and progress to parents;
6. To review and monitor student attendance and behaviour;
7. To receive an annual report on the progress of looked after children;
8. To review and monitor the school's quality assurance of the performance of teams and the consequent actions and impact;

9. To review on an annual basis the effectiveness of the committee in meeting these terms of reference;
10. To ensure minutes (with attendance, decisions and action points) are taken at each meeting and circulated to all members of the Governing Body in advance of its termly meeting, and the Clerk to Governors.

## Standing Agenda Items

<b>Each meeting</b>
<p>Apologies for absence            Minutes of previous meeting            Matters arising            Declaration of interests            Health and safety            AOB            Issues arising from link governor visits            Report on Quality Assurance monitoring            Attendance monitoring            Behaviour monitoring            Monitoring of students going off roll in year</p>
<b>Autumn</b>
<p>Exam results            Review targets for current academic year            Annual report on Looked After Children</p>
<b>Spring</b>
<p>Review of effectiveness of committee in meeting terms of reference            Committee terms of reference            Child Protection Policy            Value added analysis of exam results            Set targets for following academic year            Curriculum Plan for next academic year</p>
<b>Summer</b>
<p>Curriculum Policy            ICT Strategy update            Careers provision update</p>
<b>As required</b>
<p>Review of policies (see TOR and Policies Grid)            School Development Plan – discussions on key new teaching and learning initiatives or vital ongoing programmes specifically targeted to improve student progress and results            SEN and HPA provision</p>

Data led discussions		
	<i>Review of performance</i>	<i>Progress towards targets</i>
Term 1	GCSE	Years 8, 11
Term 3	Analysis of school performance	Years 9, 10
Term 5		Years 8, 11