**Model Document**

**Simply insert your logo and amend to suit your requirements.**

**This document should be approved by the Board of Trustees or the Governing Body (whichever is appropriate)**

****This document can be amended to include specific reference to the ethos of your school.

****This document can be tailored to reflect your specific governing board and school structure, whether it is a maintained school or academy, a single school, or group of schools.

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*Italic type references edits that are specific to academies or trusts. Unless otherwise stated, ‘school’ includes academies, and it applies to all levels of school governance.*

**Curriculum (Standards) Committee – Model Terms of Reference**

**Composition**

Five\* named members of the Governing Board (in the case of multi-academy majority of the committee members must be trustees). Associate Members may be appointed by the full Governing Board (maintained schools only).

**Quorum**

Three (unless otherwise agreed).

**Clerking**

The Governing Board must appoint a Governance Professional to the committee. The Governance Professional must not be the Headteacher.

**Terms of Reference**

To review, monitor and evaluate the curriculum offer including the recovery curriculum.

To ensure on behalf of the Governing Board that its strategic responsibility to raise standards is acted upon.

To review and analyse the performance of the school, against national and local indicators, and to advise the Governing Board on any action required in order to sustain improvement.

To ensure that the School Development/Improvement Plan reflects the requirement to raise standards, and to monitor and evaluate it accordingly – including the short and medium-term objectives for recovery and learning loss.

To monitor the implementation of any Action Plan resulting from external reviews of the school (e.g. Ofsted inspection or local school effectiveness partners) in order to maintain progress.

To establish, with assistance of the headteacher and subject co-coordinators, information about how the curriculum is taught, evaluated and resourced including the recovery curriculum.

To make recommendations to the Finance Committee on resources that are needed to meet the needs of the whole curriculum, and the sustainability of the non-statutory elements including the latest round of the DfE’s Catch-up Premium.

To receive regular reports from the Headteacher and/or senior leadership team on the quality of teaching and learning, to identify areas for improvement, and to ensure that any necessary action is taken to maximize outcomes for pupils.

To ensure that annual assessment and examination arrangements comply with national requirements.

To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEND governor.

To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.

To develop and review policies identified within the school’s policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).

To ensure that other relevant policies such as behaviour and attendance, which support learning and improvements in attainment are in place.

To ensure that all children have equal opportunities.

To monitor the school’s publicity, public presentation and relationships with the wider community

To ensure that procedures for educational visits are compliant with safety arrangements and that the welfare of staff, students and volunteers is secure..

To identify and celebrate pupil achievements.

To monitor the impact of Pupil Premium Grant (PPG) funding and PE & Sports Premium [primary schools only) on the achievement and attainment of pupils; to ensure that the PPG is spent appropriately and that this information is easily accessible (eg on the school’s website).

***Items for multi-academies to consider:***

To monitor and advise the board by written report each term on the following:

* data on attainment and achievement for all of the trust’s academies
* school improvement work and leadership
* overall performance of the academies
* leadership standards
* governance effectiveness

To monitor and advise the Board on:

* SEND and inclusion
* partnership working
* admissions
* safeguarding arrangements

To monitor the academy’s statutory requirements in relation to the curriculum offer and other curriculum issues such as spiritual, moral, social and cultural learning.

To monitor educational needs of the pupils attending the trust’s academies.

To monitor the attendance rates of trust’s academies and ensure that there are procedures in place to fulfil statutory requirements, especially regarding children missing from education.

To review and recommend for adoption the trust’s policies in relation to its curriculum statement.

To monitor and review the achievement of strategic objectives, in particular the overview of performance against quantitative and qualitative benchmarks for key indicators/outcomes and the Ofsted framework, providing challenge and recommending remedial actions where required in line with the academy improvement/development plan.

To receive progress reports on the implementation of post-Ofsted action plans and any other formal evaluation reports related to the quality and achievement of learning across the trust to further inform and develop the trust’s quality improvement plans and strategies.

To review outcomes, identifying significant changes in performance, emerging trends and risks in relation to future performance of each academy.

**Meetings**

Committee meetings will be held on an as required basis but at least once a term.

A Governance Professional will make a record of all proceedings at each meeting. Minutes will be circulated to members within agreed timescales.

The committee will liaise with such other committees and invite members of the other committees to attend its meeting as should be deemed appropriate.

Any matters which may be in conflict with the work of another committee must be referred to the Governing Board

**Authority**

The Committee is authorised by the Governing Board:

To investigate any activity within its terms of reference.

To seek any information from any employee, with all employees directed to cooperate with any request made by the Committee.

To obtain any outside legal or independent professional advice where it deems it necessary.

**Notes**

Governing bodies are no longer required to have a curriculum policy but parents must be told about the curriculum offered. The Governing Board is responsible for ensuring this information is available online.

\* Number can be determined by the Governing Board