

BALCARRAS SCHOOL
Terms of Reference for Curriculum Committee
2018-2019

1. Scope

The purpose of the Curriculum Committee is to advise the Governing Body on the successful delivery of the school's curriculum.

2. Membership

- i The Curriculum Committee shall consist of not less than 4 governors, plus at least one member of SMT.
- ii To maintain continuity and development of a measure of expertise, governors shall be expected to remain in membership of the committee for a period of at least three years or until their membership of the governing body terminates if that should occur before the expiry of the three-year period.

- iii Representation of the Curriculum Committee for the academic year 2018/19 shall be:

• Chair	Mr Howard Kellett	Appointed Governor
• Vice-Chair	Ms Sarah Robertson	Parent Governor
•	Mr Dominic Burke	Headteacher
•	Mr Daren Hazael	Staff Governor
•	Mrs Jo McGuire	Appointed Governor
•	Miss Adrienne Niblett	Staff Governor

Non-voting school representatives

•	Mrs Liz Cullis	Assistant Head
•	Mr Darren Leatherbarrow	Assistant Head
•	Mr Gary Towers	Assistant Head
•	Mrs Catherine Williams	Head of SEND
•	Mrs Nicki Harrington	Clerk

3. Quorum

- i The quorum shall be 4 governors which must include the Chair or an agreed Vice-Chair, and a member of SMT.
- ii In the absence of a properly constituted quorum for a planned meeting, the committee shall re-convene at the earliest available opportunity.

4. Meetings

- i The Curriculum Committee shall meet not less than once per term; additional meetings may be called when required by circumstances.
- ii A provisional schedule of regular meetings for the academic year shall be agreed at the first meeting of the Summer Term.
- iii Extra-Ordinary meetings of the committee shall be convened by the Clerk of the Curriculum Committee as required at no less than seven days notice.

5. Chairperson

- i The Chair, who should be a governor, shall be elected annually at the first meeting of the Curriculum Committee of the Autumn Term.
- ii Ideally, a governor shall not hold the Chair for more than 3 consecutive years unless he/she is unopposed for election.

6. Standing Orders

- i The clerk to the Curriculum Committee shall distribute the agenda for each meeting to all committee members at least seven days in advance of the meeting.
- ii All meetings will be clerked, and all decisions, recommendations and actions arising from committee meetings shall be recorded in the minutes.
- iii All minutes will be circulated to committee members before presentation to the full governing body.
- iv Committee members shall verify the accuracy of the minutes in advance of the distribution of such minutes to the full governing body (any amendments to be notified to the clerk to the Governors).
- v Only governors who are properly constituted members of the Curriculum Committee shall vote on issues within the assigned terms of reference.
- vi Where there is equality in a vote, which cannot be resolved in committee, the Chair shall have a casting vote.
- vii The Nolan Principles on standards in public life shall always apply in meetings.

7. Delegated Powers and Responsibilities

The Curriculum Committee has delegated responsibilities and powers from the governing body to advise the governing body in relation to the main school and Sixth Form on:-

- Standards of achievement and progress. Review of internal monitoring and performance as defined by external data sources (eg RAISEonline, League tables, benchmarking group, FFT etc)
- Delivery and development of the curriculum; monitoring of effectiveness of key strategies and partnerships; timetable & teaching time
- Oversight of department plans and review of Link Governor reports
- Responses to new educational initiatives and emerging policy, inspections and external reports
- Special Educational Needs provision and Gifted & Talented programmes
- Provision for training and staff development
- Implications for resourcing all of the above, making recommendations to the Community and Finance Committees
- Aspects not covered by the above but related to the SDP and/or included under the curriculum section in the Governors Handbook

8. Review

These Terms of Reference shall be reviewed annually in the Autumn Term by the Curriculum Committee and amendments to be approved by the Full Governing Body.

NJH Sept 2018