



# Riversdale Primary School

## Terms of Reference

### **CURRICULUM AND STANDARDS COMMITTEE**

*Responsible for holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff*

#### 1. Membership

The Governing Body will determine the membership of the Committee, on an annual basis, of no less than five (5) members. The committee may include any teaching or support staff governors, who will be excused for any agenda points that pertain to the appraisal of specific staff members. Relevant teaching and leadership staff may also attend meetings to offer advice and guidance as necessary.

#### 2. Meetings

Meetings will be held at least once each term. Additional meetings will be held as required. A minimum of three Governors are required for the meeting to be quorate. The Headteacher (or representative) should be present.

#### 3. Terms of Reference

Specific responsibilities:

Curriculum and standards:

- To consider and advise the Governing Body on standards and other matters relating to the school's curriculum, including statutory requirements
- To consider curricular issues which have implications for resource decisions and to make recommendations to the Resources Committee
- To monitor assessment and testing arrangements, including arrangements for reporting the progress of pupils to their parents
- To ensure that pupil outcomes are effectively analysed, areas for development are identified and planned actions are undertaken
- To monitor the provision and outcomes for disadvantaged pupils (including effective use of additional funding) and those with special educational needs

Teaching and staffing:

- To monitor the quality of teaching
- To consider procedures for performance management of staff and how these impact on the quality of teaching
- To review the staffing structure in consultation with the Headteacher and the Resources Committee
- To make recommendations on expenditure on staffing to the Resources Committee

- To oversee the procedures for appointment or, where necessary, reduction of staff in accordance with the delegations below
- To monitor staff workload, well-being and working conditions
- To determine issues referred to the Committee regarding staff grievance or discipline issues, other than those covered by statutory panels;
- To conduct the Headteacher's annual performance management review and consider any implications as required
- To approve and adopt appropriate HR policies and procedures

#### Pupil development and welfare:

- To monitor behaviour, including patterns of pupil attendance and incidence of pupil exclusions; and to report any findings to the full Governing Body
- To monitor the school's contribution to pupil well-being, including the extent to which pupils feel safe, adopt healthy lifestyles and contribute to the school and wider community
- To ensure safeguarding policies and procedures are effective
- To consider on behalf of the full Governing Body, those residential and hazardous trips that require full Governing Body approval
- To ensure that any pupil, staffing and curriculum matters relating to health & safety, disability issues, special educational needs, race equality and equal opportunities are considered and advised upon
- To provide arrangements for Pupil and Staff Disciplinary boards

#### Community:

- To monitor the effectiveness of communications with parents and the public, including the profile of the school in the community and engagement of parents
- To consider the views of students and parent when making strategic decisions that will impact on them
- To consider the effectiveness of partnerships with other schools, external agencies and the community including business, to improve the school, extend the curriculum and increase the range and quality of learning experiences for pupils.
- To monitor the policies and provision relating to community cohesion; including community use of the school and the range and impact of the extended school offer

#### General responsibilities:

- To determine matters referred to the committee by the Governing Body, as appropriate
- To report to the Governing Body each term any action taken within the powers delegated to the committee and on other issues determined by the Governing Body
- To receive reports from members of staff about matters relating to any of the issues listed in the terms of reference
- To contribute to, monitor and evaluate relevant parts of the school's self-evaluation, the school improvement plan and the delegated policies, reporting or making recommendations to the full Governing Body
- To consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies.

#### 4. Delegation

The Committee delegates to the Headteacher responsibility for the following:

- Maintaining the central record of recruitment and vetting checks
- Maintaining the register of pupils' admissions to the school
- Updating the register of pupils' attendance
- Ensuring that a register of children with special educational needs (SEN) is compiled and maintained and that all children on the register have an individual Education, health and Care Plan which is monitored, reviewed and updated in accordance with the SEN Code of Practice
- Updating information published on the school website
- Communicating to staff any decisions made by the Committee regarding salaries
- Appointing supply or temporary staff within the approved staffing structure, subject to this action being reported to the next meeting of the Committee
- Recruiting permanent members of the teaching and support staff, subject to this action being reported to the next meeting of the Governors' Resources. Governors may be involved in the appointment process for Team Leader level or above, and its support staff equivalent.

#### 5. Policy responsibilities

Statutory policies/documents:

- Capability of staff/ teacher appraisal
- Complaints procedure
- Safeguarding (Child Protection) (to be ratified by Governing Body)
- School Discipline and Pupil Behaviour
- SEN Information Report (to be ratified by Governing Body)
- Sex Education
- Staff discipline and conduct (procedures for addressing)
- Staff grievance (procedures for addressing)
- Statement of procedures for dealing with allegations of abuse against staff
- Supporting Pupils with Medical Conditions
- Whistleblowing procedure

Other policies/documents:

- Anti-bullying
- Anti-smoking
- Attendance and punctuality
- Computer use code of practice (including e-safety)
- Continuous service
- E-safety
- Educational visits
- Home School Agreement
- Preventing extremism and radicalisation
- Safer recruitment in Education
- School Uniform
- Stretch and challenge (gifted and talented pupils)
- Substance abuse
- Teaching and Learning

Terms of reference agreed by Committee:  
Terms of reference agreed by Governing Body:  
Date of Review:

November 2018  
November 2018  
November 2019