



Essendon C of E (VC) Primary School

Encouraging everyone's light to shine (Matthew 5:16)

TERMS OF REFERENCE **2021 – 2022** Pupils and Curriculum Committee

The aims of the committee are:

- To monitor the teaching, learning and assessment within the school for each key stage
- To assess curriculum intent in line with the School Development Plan
- To review the provision and interventions put in place to enable all pupils to flourish in line with school expectations

The aims will be achieved by:

- The Committee will regularly review pupil progress data and relevant items in the School Development Plan and School Annual Planner
- The Committee will work under the direction of the Governing Body, or between meetings by the Chair or Vice-Chair, and will take advice as and when appropriate from the Headteacher.

Governance

- The committee shall be comprised of 3 governors, agreed by the full governing body, and in addition to the Headteacher.
- A quorum of the Committee shall comprise of three members one of whom will be nominated to act as chair
- It shall appoint a suitable person to act as Clerk (which person may or may not be a member of the Committee). It shall appoint a temporary Chair from its Governor members in the absence of its Chair and a temporary Clerk in the absence of its Clerk.
- The Committee may co-opt suitable persons as non-voting members to provide additional expertise. The Committee shall have no more than two non-voting members at any one time.
- The Committee shall usually meet at least once per term.
- The terms of reference and composition of the Committee shall be reviewed annually.
- The Committee may delegate powers or responsibilities, within the limits granted to it, to its members or to the Headteacher or Deputy Headteacher.
- Agendas and papers for each meeting shall normally be circulated at least 7 days prior to the meeting. Minutes of the meetings shall be kept to record time, place and attendance as well as decisions, action points and recommendations to be made to the Governing Body. Minutes shall be circulated as soon as possible to the members of the Committee, in order to check their accuracy, so they can be approved as an accurate record of the discussions which have taken place and the action points agreed during the meeting. These will be approved by the committee members in attendance and circulated to the Full Governing Body via Governor Hub.
- The Committee will ensure that all matters relating to individuals are treated in the strictest confidence.

Date Adopted: 13th December 2021

Chair of Governor's Signature: