



## **QUEENS' SCHOOL**

### **THE GOVERNORS' CURRICULUM AND STAFFING COMMITTEE**

#### **TERMS OF REFERENCE**

##### **MEMBERSHIP**

Half of the members of the GB (excluding the Chair and Head) and to include one teacher governor and one parent governor. A Deputy Head may be in attendance. The membership to be reviewed annually by the GB.

The Chair will be elected by the Committee from the membership at the first meeting of the school year and will normally hold office for one year and may be re-elected.

The Clerk to the Governors will be the Clerk to the Committee and will remind the committee of the dates of the meetings as fixed by the GB, send out the agendas and take minutes. The Committee will invite, as required, any relevant expert to the meetings to provide advice and information.

##### **QUORUM**

Three governors (excluding ex-officio members).

##### **MEETINGS**

There will normally be at least two meetings each term, at least two weeks before a full governors' meeting. The meetings will normally begin at 7.30 pm. Meetings should end at 10.00 pm. If the Chair realises that the meeting will run beyond 10.00 pm s/he will put to the meeting at 9.45 pm, or thereabouts, a motion to continue business as appropriate and the motion will be put to a vote. If the motion is defeated items not completed by 10.00 pm will be held over to the next meeting.

##### **TERMS OF REFERENCE**

The C & S Committee will be responsible, on behalf of the Governing Body, in relation to curriculum and staffing matters, to:

- (a) Check that Queens' School complies with its statutory responsibilities.
- (b) Use its collective experience and judgement to provide an additional perspective on the discussion of policies and practice within the school.

- (c) Promote good practice and the involvement in of the School Plan and the School Self Evaluation Document.
- (d) Advise and inform the GB as necessary.

Its responsibilities will include:

### **Staffing**

To monitor, and where appropriate assist, with all aspects of the school's role as an employer including:

- Contracts of Employment
- Job Descriptions
- Equal opportunities
- Management structure
- Staffing provision
- Recruitment
- Redundancy
- Pension rights
- Retirement
- Disciplinary procedures
- Grievance procedures
- Staff development and training
- Staff appraisal policy
- Interviewing and appointing new staff
- Health and Safety issues

### **Curriculum**

- (a) To monitor the content and delivery of the curriculum, including the National Curriculum and other statutory requirements.
- (b) To monitor extra-curricular activities provided by the school.
- (c) To monitor the performance and assessment of students.
- (d) To assist the school in its aim to ensure that all students to achieve their full potential.
- (e) To consider issues relating to the welfare of students.
- (f) To receive and consider annual departmental reports.
- (g) To monitor and review all relevant school policies, including those for which the GB has a statutory responsibility.

**Governor Approved: September 2016**

**Review date: September 2017**

**Queens' School (Bushey) Ltd (registered number: 076506090)**