

Curriculum and Achievement Committee

TERMS OF REFERENCE

1. Membership, attendance and reporting

1. A quorum of the Committee shall be three members
2. The Head teacher (or their representative) plus the relevant governors will normally attend meetings of the Committee. The Committee may invite other governors or individuals to attend as it considers appropriate.
3. The minutes of these Committee meetings shall be formally recorded and submitted to the Governing Board meeting. A report shall also be made to the Governing Board by the Chair of the Committee.

2. Frequency of meetings

The Governing Board shall determine how often the Committee shall meet, which shall be not less than three times a year. If at any time the Governing Board requests a meeting with the Committee the Chair shall ensure that such a meeting is arranged as soon as reasonably practical.

3. Remit and Duties

Remit

The Remit of the Committee covers the following key areas:

- Key Stage 4 outcomes / exam results;
- Progress data across the school, different years, groups, subjects;
- Target setting / approval of targets;
- KS3-4 Options;
- Curriculum offer KS3 / KS4;
- Use of the Pupil Premium;
- High ability learners;
- Transition KS2 – 3;
- Transition KS4 – KS5; and
- The Quality of Teaching and Learning.

Duties

The specific duties of the Committee shall be to work in partnership with the head teacher and relevant staff to:

1. provide support in the monitoring and implementation of the school's curriculum;
2. participate in setting and agreeing the school's annual end of key stage targets;
3. review curriculum and subject policies and approve on behalf of the governing Board all curriculum policies and agree and monitor a policy review cycle;
4. participate in the preparation of the School Improvement Plan;
5. ensure that the school meets all its statutory duties with regard to the curriculum as well as providing a broad, rich, balanced and relevant curriculum;
6. remain up to date with local and national curriculum initiatives;
7. ensure high standards and good progress through the analysis and response to relevant data such as the Inspection Data Summary Report (IDSR) and to use such information in supporting the Headteacher to set appropriately challenging school targets;
8. ensure the inclusion of all learners;
9. Receive and deal with any complaints in line with the approved complaints procedure;

4. Reporting arrangements

Minutes of the Curriculum and Achievement meetings will be circulated to committee members. They will also be included in the documentation for Full Governing Board meetings held three times per year.

The following items will be considered at each meeting of the Committee:

- Policies as appropriate;
- Updates on the current School Improvement Plan.
- Progress against agreed school and year group targets.
- Teaching and Learning data.

The following items will be considered annually:

- The setting and reviewing of whole school targets;
- Review and update relevant SEF sections.
- Inspection Data Summary Report (IDSR)

5. Availability of Terms of Reference

These terms of reference will be made available to all Governors with inspection copies for staff and parents. A 'read only' copy will be on the school's website.

6. Annual review of effectiveness

The Committee will undertake a self-assessment of its effectiveness on at least an annual basis.

7. Annual Review of Terms of Reference

These terms of reference will be reviewed by the Governing Board on at least an annual basis.