

Roundwood Park School



Terms of Reference 2020-2021

Standards & Curriculum Committee of the Governors

General Terms

The work of all of the governors' committees is united by a common purpose that of securing the highest possible quality of educational provision for the students in the school, both now and in the future. The purpose of the committees is to enable the governing board to effectively fulfil its role in a time efficient way. The governing board reviews the establishment, terms of reference, constitution and membership of the committees annually. Casual vacancies will be filled at the first available governors' meeting. Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection. Even if they are not a member the headteacher is entitled to attend all committee meetings.

Members of each committee should take steps to maintain and develop their knowledge and skills by completing appropriate training.

Each committee must have a chair and a clerk.

General committee terms are to:

- Annually review and update the Scheme of Delegation
- Act on matters delegated by the full governing board (refer to Scheme of Delegation)
- Liaise and consult with other committees where necessary
- Establish and approve Terms of Reference annually
- Contribute to the school's Strategic Architecture & Ethos and Whole School Improvement Plan
- Monitor progress against the Strategy Objectives and the priorities of the Whole School Improvement Plan which are within the remit of each committee
- Monitor the findings of the whole school self-evaluation report which fall within the remit of the committee and agree any areas for development or actions which may be necessary
- To review, adopt and monitor the implementation of the policies agreed to be within the remit of the committee (refer to the Policy Review Schedule) and to update them as required
- To ensure policies have undergone an equality impact assessment in accordance with the school's Public Sector Equality Duty under the Equality Act 2010
- To ensure the effective use of the Pupil Premium and Year 7 catch up funding and any other government funded initiatives
- Review, monitor and update as required the risks to the school within the remit of the committee
- Ensure the school adheres to the required statutory published information on the school website
- Consider safeguarding and equalities implications when undertaking all committee functions
- To monitor adherence to GDPR

- To agree to the Annual Schedules of Work
- Complete a self-review on a regular basis

Composition

The Standards and Curriculum Committee (S&C) membership will include a minimum of five governors and be attended by at least one member of the Senior Leadership Team. The Standards and Curriculum Committee will meet half-termly, some weeks in advance of the full governing board meeting, with all meeting dates published for the whole academic year each September. The committee will elect a chair and vice-chair from among the members of the committee annually. (Refer to the RPS procedure on How to Elect a Chair and Vice-Chair)

The quorum for the S&C Committee is at least three governors. If the chair or vice-chair is unable to attend a meeting, an alternate chair will be selected from those present for the duration of that meeting or an alternative governor may be invited to attend. If there is no quorum of members present, the members may decide to continue with the business of the meeting providing any decisions are ratified by a subsequent meeting of the S&C Committee. In the absence of the clerk, the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).

The S&C Committee may meet for the dispatch of business, adjourn and otherwise regulate its meetings as it sees fit, including the invitation of such external parties as deemed appropriate. Any other governor may attend an S&C Committee meeting and participate in decisions but will not be entitled to vote.

Decisions shall be carried, if agreed, by a majority of members of the S&C Committee although in practice the S&C Committee will always try to achieve unanimity. If required, the Chair shall have casting vote.

The draft minutes of each meeting will be circulated with the agenda of the next full governing board meeting and will be presented at the meeting by the chair (or in his/her absence by another member of the committee).

Remit and Responsibilities

The remit of the Standards and Curriculum Committee is to consider all matters relating to student learning, progress and achievement and the effectiveness of the curriculum of the school. The committee will report back and make recommendations about these issues to the governing board

- To ensure the curriculum complies with the legal and Funding Agreement requirements
- To support the development of the curriculum in accordance with the Strategic Architecture & Ethos, the priorities of the school improvement plan and statutory requirements
- To review, monitor and evaluate the curriculum offer
- To annually review, monitor and adopt the Curriculum Policy Statement
- To annually review, adopt and monitor the Pupil Premium Policy
- To review and monitor the use of Pupil Premium funding and the impact on achievement
- To review and monitor the use of the Yr7 literacy and numeracy catch-up premium

- To annually review and adopt the Pupil Premium Strategy Statement for publication on the school website
- In consultation with the headteacher and SIP, representatives from the committee will recommend to the governing board targets for student progress and achievement
- To monitor and review the criteria for 6th form admissions (refer to Admissions Committee Terms of Reference)
- To monitor Ofsted inspection data summary reports for the school
- To monitor and evaluate rates of progress and standards of achievement by students, including any underachieving groups
- To monitor and evaluate the school's internal and external exam results and review the outcomes of all internal and external performance data (IDSR: School Inspection data summary report)
- To monitor and review the intervention measures implemented by the school
- To monitor the work of the careers department and the implementation of the Gatsby benchmarks
- To regularly review the S&C subset Risk Register and ensure mitigations are implemented. To feedback to the Audit Committee
- To oversee the "Link Governor" programme. To review all submitted reports and to take appropriate actions where necessary
- To receive written reports following subject area reviews and to monitor progress towards the implementation of the resulting recommendations
- To receive written reports following Ofsted inspections and monitor progress against the identified areas of development and agreed Action Plan
- To monitor and support the development of ICT provision as it relates to the curriculum
- To monitor and consider questions of health and safety which arise from the delivery of the curriculum and inform the governing board of any concerns
- To review, monitor and support consortium arrangements
- To monitor and evaluate the post KS5 destinations of students.

The S&C Committee will ensure the school is compliant with the following statutory DfE guidance:

- Careers guidance: publish details of the careers programme for young people and their parents. Publish a statement setting out arrangements for provider access

Working groups

The Standards & Curriculum Committee may set up, as appropriate, working groups to advise it.

Committee members

Heather Bayne (Chair): Community Governor

Jo Betts: Parent Governor

Moira Hart: Community Governor

Benjamin Turner: Community Governor

Nick Velody: Parent Governor

Reviewed and agreed October 2020. Next review October 2021