

## **The Collett School Curriculum committee terms of reference**

### **General**

#### **1. Purpose and Functions**

The purpose of committees is to enable the governing body to effectively fulfil its three key roles in a time-efficient way.

Committees will consider matters as set out in their terms of reference or as requested by the governing body, taking advice as appropriate.

Each committee will recommend the powers that should be delegated to it by the governing body. The governing body will approve or modify these powers as it sees fit and such delegated powers will then form part of the terms of reference for that committee. The governing body will need to satisfy itself that the set of terms of reference, taken across all committees, constitutes a coherent suite.

#### **1. Membership and Chairing**

Unless otherwise specified each committee will consist of a maximum of five governors

The Chair of Governors and a specified member of the Senior Leadership Team will be ex-officio members of all committees except the Pupil Discipline, Staff Grievance, and Appeals committees.

The committee will elect a chair from among the members of the committee. In the absence of the chair at a meeting the committee will elect any member to act as chair for that meeting.

Committees may invite non-governors to attend but in a non-voting capacity.

#### **2. Voting and Quorums**

Only governors and appointed Associate Members can vote. No vote may be taken at any meeting where Associate Members outnumber governors.

Each committee will determine its own quorum which shall be not less than three governors.

#### **3. Minutes and Meetings**

Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the governing body a clear proposal or alternatives to debate and decide upon.

The minutes represent a record of governors' deliberations and decisions, and, as such, may be reviewed by others (e.g. inspectors or auditors) as a means of determining how governors have undertaken their role in scrutinising matters and reaching decisions. While the minutes need not be a verbatim account of discussions, or necessarily attribute views expressed, or issues raised, to individual governors, if they do not adequately record a sense of the governors' deliberations and scrutiny of matters considered, then they will not necessarily serve as a record of governors' input to the management of the school.

Minutes will be circulated to all members of the committee and the chairs of other committees as soon as possible after the meeting, and to all governors with the agenda of the next governing body meeting.

The committee will meet some weeks in advance of each governors' meeting and at other times as they see fit.

Any decisions which require a spending commitment over and above agreed budget provision must be referred to the Finance Committee. The chair should also check before committing expenditure to ensure that there has been no change in the financial position.

#### **5. Procedures and Training**

The membership of the committee will be determined at the first meeting of the governing body in the autumn term. Casual vacancies will be filled at the first available governors' meeting. The terms of reference of the committee will be reviewed at least annually

The normal procedures and regulations of the governing body also apply to its committees.

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

### **COMMITTEE DEALING WITH HUMAN RESOURCES**

In consultation with the LA's Schools HR Advice team as appropriate:

1. To draft and review the school's pay policy, including criteria relating to the use of discretionary elements for pay provisions, and to make recommendations.
2. *[In consultation with the Finance/Resources committee,]* to determine salary levels for individual posts in accordance with the pay policy.
3. To review the performance management policy and monitor its implementation.
4. Nominate no more than 2 representatives to work with the Headteacher in managing the selection process to effect redundancies. *(Keep some governors of that committee in reserve in case of appeal).*
5. To liaise with the relevant committee to establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
6. To review the staffing structure as necessary and, at least annually, in relation to the School Development/Improvement Plan.
7. To recommend to the governing body staff selection procedures, ensuring that they conform with safe recruitment practice, and to review these procedures as necessary.
8. To undertake any formal consultations on personnel matters.
9. To review and recommend for adoption by the governing body procedures for dealing with staff discipline and grievance and ensure that the staff are informed of them.
10. Should the need arise, to draft, in consultation with staff, criteria for redundancy, for approval by the governing body.
11. To review policies delegated to it by the governing body, and to report recommendations at the next full governing body meeting.

### **COMMITTEE DEALING WITH THE CURRICULUM AND PUPIL ACHIEVEMENT**

1. To advise the governing body on the school's curriculum policy and its statutory obligations regarding the curriculum.
2. With the assistance of staff, to monitor and evaluate the delivery of the curriculum, specifically the impact of actions taken to implement the SDP.
3. To review, approve and monitor the implementation of policies for curriculum areas, special educational needs, collective worship, race equality and pupil behaviour/discipline.
4. To ensure that the needs of pupils with special educational needs are met.
5. In conjunction with the Headteacher, *[either to recommend to the governing body, or to agree]* statutory targets for pupil attainment.
6. At least annually, to receive a report from the Headteacher on the quality of teaching and the standards of pupil achievement, and to identify any necessary governing body actions.
7. After consultation with the Headteacher and staff, to identify priorities for the School Development/Improvement Plan and to consider the draft plan for discussion and approval by the governing body.

8. To monitor, at least once a term, progress in implementing the School Development/Improvement Plan.
9. To review, after consultation with the Headteacher and staff, the school's policies on pupil welfare, homework and the dress and appearance of pupils, and make any recommendations.
10. To review and monitor the policy on charging and remissions and the conduct of school journeys and visits and other off-site pupil activity.
11. To review policies delegated to it by the governing body, and to report recommendations at the next full governing body meeting.