



St John Evangelist Catholic Primary School

CURRICULUM COMMITTEE

CONSTITUTION AND TERMS OF REFERENCE

Mission Statement: To love, to learn with God in our hearts

TOP revised: September 2020

Review Date: September 2021

Membership

The membership of the Committee shall be the Headteacher and at least three governors appointed by the Governing Board. The Committee shall have such associate members as the Governing Board shall appoint. The Committee may make recommendations for these appointments. The convenor is the Chair of the Committee.

2. Quorum

- a) The quorum shall be 3 governors.
- b) The Committee shall not meet without the Headteacher being present or a substantive replacement nominated by him/her.

3. Responsibilities

- a) To ensure on behalf of the Governing Board that its strategic responsibilities to raise standards and uphold the Catholic ethos of the school are acted upon.
- b) To review and analyse the performance of the school, against national and local indicators, and to advise the Governing Board on any action required in order to sustain improvement.
- c) To approve the school's curriculum statement and to ensure that its statutory obligations regarding the National Curriculum are met.
- d) To review performance across all curriculum areas and both key stages to ensure that the needs of all pupils are being met and that pupils receive a curriculum that is broad and balanced, reflecting the Catholic ethos of the school and providing a foundation for their future education and adult life.
- e) To review standards of behaviour and attendance and where necessary consider strategies for securing improvement.
- f) To ensure that Learning Improvement Plan reflects the requirement to raise standards, and to monitor and evaluate it accordingly.
- g) To monitor the implementation of any recommended areas for improvement identified during Ofsted Inspections, in order to maintain progress.
- h) As required by the Governing Board, to recommend or approve the annual key stage targets to be set.
- i) To establish with the assistance of the Headteacher, information about how the curriculum is taught, evaluated and resourced.
- j) To ensure that the requirements of pupils covered by the Pupil Premium are met.
- k) To ensure that the requirements of pupils covered by SEN and / or disabilities are met.
- l) To receive regular reports from the Head and/or SLT on the quality of teaching and learning, to identify areas for improvement, and ensure that any necessary action is taken to maximise outcomes for pupils.

- m) To ensure that those policies which are statutorily required, are in place and regularly reviewed.
- n) To ensure that other relevant policies (i.e Behaviour, Attendance etc.) which support learning and improvements in attainment are reviewed and monitored and actions to improve performance implemented.
- o) To monitor and review policies and performance relating to the wider well-being of pupils, including safety and safeguarding.
- p) To lead in reviewing the school's self-evaluation of teaching, achievement and all areas relevant to pupil outcomes.

4. **Records**

A written record shall be kept of all proceedings of the Committee and shall be submitted to the next meeting of the St John Evangelist Governing Board. All papers considered by the Committee shall be available to all governors on request. Unless otherwise stated the Committee shall abide by the rules and procedures applying to the Governing Board.

5. **Notice of Meeting**

The Committee shall meet twice a term and otherwise as required. Members of the Committee shall normally be given at least seven days' notice of a meeting.

6. **Chair and Vice-Chair**

The Governing Board from amongst the Committee's membership shall appoint the Chair and Vice-Chair of the Committee or delegate the Committee to do so at its first meeting. The Vice-Chair shall have the powers of the Chair in the absence or non-availability of the Chair.

7. The Terms of Reference of the Committee will be reviewed at least annually with formal review normally taking place at the first meeting of the Committee in each new academic year.