

# Kings Road Primary School

## Curriculum Committee Remit

### 2020/21



The Curriculum Committee: terms of reference discussed by the Committee and approved by the full governing body. It is a statutory requirement that all delegation is reviewed on an annual basis.

- 1) **Membership**  
The governing body will decide the membership of the committee on an annual basis. A clear resolution approving the membership of the committee will appear in the minutes of the main governing body. Where the head is a governor they will be an automatic member. Alternatively if the Headteacher is not a governor they have a right to attend all meetings of the Curriculum Committee.

The committee will elect from their number a chairperson at the first meeting of each academic year.

- 2) **Name of Clerk: School Administration Officer**  
The governing body will appoint a clerk to each committee who must not be the headteacher of the school. The governing body can appoint a governor to clerk this committee. It is up to the governing body if they are a member of the committee or not. The governing body can also appoint a trained paid clerk or volunteer.
- 3) **Quorum:**  
The quorum shall be three members of the committee of which the Headteacher or Deputy Headteacher shall be one. No meeting of the Curriculum Committee will take place without the Head or Deputy Head present.
- 4) **Meetings:**  
Meetings will be held regularly as required. One week's notice of the agenda must be given by the Clerk of the committee when convening a meeting. The Clerk will be responsible for calling the meetings and producing minutes. Committee minutes will be sent to the full Governing Body for noting.
- 5) **Function:**  
Decisions made by the committee must be consistent with the implementation of the National Curriculum, the provision of Religious Education and Collective Worship (considering the determination) , the governing body's Curriculum Policy Statement, the Governing Body's Sex and Relationships Education Policy, the provision for pupils with special educational needs and the priorities identified within the School Development Plan.
  - i) The main function of the committee will be to review the curriculum policy and to consider any changes which are required, and to approve them. To enable them to do so effectively they will, from time to time, be required to function as a working group in close collaboration with the staff of the school whose professional expertise will be invaluable.

- ii) The committee will assist the Head in reviewing and editing the school prospectus as necessary.
- iii) The committee will work with the Head and the Leadership Team to undertake any preliminary review or audit of the School Development Plan prior to its submission for approval to the Governing Body.
- iv) The committee will monitor the sections of the School Development Plan that are concerned with the curriculum and receive evaluation of them at the end of the cycle.
- v) The committee will ensure that it is ready for Ofsted Inspection, or other official visits, where governors may be held to account for the educational standards and data reported by the school.
- vi) The committee will monitor and review action plans and schemes in relation to race, disability and gender. They will review and report on progress in these areas on an annual basis.

Date Approved: 12<sup>th</sup> October 2020

Signed by Chair of Curriculum Committee\_\_\_\_\_