

**Thongsley Fields and St. Peter's Local Governing Body
Curriculum and Standards Committee (St Peter's School)**



Terms of Reference

2024-2025

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 must appear in the minutes of the main governing body. Where the Headteacher is a governor, they will be an automatic member.

The committee will suggest from their number a chair and vice chair to be approved by the LGB during a meeting in the summer term of each academic year.

The Director of Education for the Cam Academy Trust will be in attendance.

2. Clerk

The Local Governing body must 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 Local Governing body if they are a member of the committee or not. The Local Governing body can also appoint a trained paid clerk, member of staff or a volunteer.

3. Quorum

The quorum shall be three members of the committee. It is recommended that the quorum is the Headteacher plus two members of the committee.

4. Meetings

Meetings will be held regularly and usually once each half term, as required.

At least 7 days before each meeting, an agenda, and any associated documentation, prepared by the Clerk to the Committee in consultation with the Chair of the Committee and Head Teacher, will be circulated. Members of the Committee wishing to include items on the agenda should consult the Committee Chair at least two weeks before the date of the next meeting.

The Clerk to the Governors will take minutes at each Committee meeting. These will be agreed by the Chair and circulated to all Governors prior to the next meeting. The unconfirmed minutes will be included on the agenda for the next Local Governing Body meeting at which the Committee Chair may give a report on the work of the Committee.

5. Function

Decisions taken by the committee must be led by the priorities identified within the School Improvement Plan. The main function of the Curriculum and Standards Committee will be to advise and work with the Head Teacher to promote the best education outcomes for all students at the school:

To ensure that all pupils are safeguarded and valued equally

- To ensure safeguarding in the school is effective, including the review of the Annual Child Protection report to governors
- To ensure that all children have equal opportunities and to review how the school is meeting the Trust and individual targets/equality objectives

To monitor the intent and implementation of the curriculum

- To review, monitor and evaluate the curriculum offer.
- To consider and advise the governing body on matters relating to the school's curriculum, including statutory requirements
- To monitor and evaluate the implementation of the curriculum (including standards of teaching)

To monitor the impact of the curriculum on standards of achievement

- To monitor standards, progress and achievement of Year 7 - 13 students.
- To review the school's performance in line with other local schools as well as nationally which have a similar cohort
- To ensure the learning needs of different groups of students are met and that their outcomes are improving, including children who have SEND and/or eligible for the Pupil Premium grant (this will include the annual SEND information report to governors and the Pupil Premium plan and its evaluation). It will also include gender and ability groups.
- To ensure standards of achievement are strong across all subject areas

To monitor and evaluate the school's school improvement cycle

- To monitor the school's priorities for improvements in students' learning and outcomes including the appointment of link governors to monitor and report on behalf of the Local Governing body
- To consider notes of visits from other professionals involved with school performance
- To monitor and evaluate the school's self-evaluation processes, including any summary documentation
- To recommend for approval to the Local Governing body the School Improvement Plan and targets for school improvement
- To review the overall effectiveness of the school's performance management policy in raising progress

To monitor pupil behaviour, including attendance

- To review attendance data, review processes and examine what the school is doing where attendance needs to be improved
- To review data about behaviour, including exclusions, other sanctions and bullying logs (including prejudicial incidents).

To oversee effective outward communication of information, including to parents, DfE and Ofsted

- To review the impact of all targeted funding to improve progress and achievement
- To review and approve all curriculum and learning related policies
- To ensure the information on the school website complies with statutory requirements

- To monitor the school's publicity, public presentation and relationships with the wider community.

Reviewed: July 2024
Next review: July 2025