



Curriculum & Personnel Committee Terms of Reference

Membership

- a) The committee will consist of of at least members of the governing body. The headteacher is a member of the committee by virtue of their post.
- b) Non-voting participants may be invited to meetings by the committee as and when required.
- c) **Either:**
The governing body will elect the chair of the committee
Or:
The committee will elect a chair from its own membership
- d) The governing body may appoint non-voting associate members to the committee.
- e) The governing body may appoint a maximum of two associate members with voting rights.
- f) The membership of the committee will be reviewed annually by the governing body.

The current membership of the committee is: D While (Chair), S Birchall, L Bullock, T Ellis, M Sneyd, P Hayward, B Hall, S Russell, J Sanderson

Quorum

The quorum will be a minimum of three governors, including the headteacher (if they have opted to be a governor).

Meetings

These will take place once per term and additionally as required.

The clerk to the committee will have responsibility for:

- convening meetings of the committee
- taking minutes of meetings
- ensuring that the minutes are presented at the next full governing body meeting.

Curriculum Responsibilities

- a) To provide advice support and guidance to the headteacher and governing body on all matters relating to the school curriculum.
- b) To ensure that the curriculum in school meets statutory requirements.
- c) To monitor and evaluate pupil progress in relation to the targets set and all other data available, with particular reference to individual groups.
- d) To monitor the impact of curriculum planning and policies on pupil progress, with particular reference to individual groups.
- e) To receive reports from nominated/link governors.
- f) To set and publish targets as required by statute.
- g) To review the home-school agreement.
- h) To review curriculum policy documents.
- i) To prepare any required curriculum policy documents not already in place.
- j) To make recommendations on assessment and monitoring arrangements in school.
- k) To contribute to the school development/improvement plan.
- l) To take account of the requirements of the Disability Discrimination Act.
- m) To review these terms of reference annually and take to the full governing body for approval.

Personnel / Staffing Committee Responsibilities

- a) To ensure that all procedures relating to the recruitment, selection and appointment of all staff in school meet statutory and safeguarding requirements.
- b) To ensure that arrangements are in place for the performance management of all school staff.
- c) To ensure that arrangements for NQTs are in place.
- d) To receive reports on staff absence on behalf of the governing body.
- e) To monitor the staff development programme and its impact.
- f) To review staffing policy documents.
- g) To ensure that the staff handbook is kept under review and is accessible by all school staff.
- h) To review the staffing structure annually.
- i) To review the individual salary range of the school annually.
- j) To review these terms of reference annually and take to the full governing body for approval.