

CLIVE CE PRIMARY SCHOOL

CURRICULUM COMMITTEE

The main functions of this committee are to:

- ensure all requirements of the National Curriculum are met;
- consider and monitor:
 - School Standards and Performance
 - School Self Evaluation process and SEF
 - School Development Plan
 - all curricular policies
 - delivery of sex education and RE/collective worship
 - equality, diversity and inclusion
 - extra curricular activities including collaboration with other schools

1. TERMS OF REFERENCE

The committee's responsibilities are set out in Schedule 1.

2. MEMBERSHIP

- a) The membership of the committee shall be:
 - The head (ex officio)
 - At least 3 governors
- b) Except for the head, members shall be appointed annually at the autumn term meeting of the governing body.
- c) Should a vacancy arise, a successor shall be appointed by the governing body at its next meeting following receipt of the resignation, and members so appointed shall serve until the next annual review.

- d) The committee or the governing body shall appoint the chairman/chair at the first meeting in each academic year.
- e) The governing body shall appoint the clerk who shall not be the headteacher.

3. QUORUM

The quorum for any meeting of the committee shall be three.

4. MEETINGS

- a) The committee shall meet as and when necessary to fulfil its responsibilities, provided it shall meet at least once in every term.
- b) Meetings of the committee will be called by the clerk and seven days' notice will be given with an explanation of the purpose of the meeting.

5. PROCEEDINGS

- a) The committee shall be conducted in accordance with the School Governance (Procedures) (England) Regulations 2003 and with any other regulations, amendments or directions as may be issued from time to time.
- b) Minutes shall be kept of each meeting and shall be presented to the next meeting of the committee for approval and signing. A copy of the minutes shall be submitted to the next meeting of the governing body.
- c) Any recommendations shall be submitted to the next meeting of the governing body for consideration and approval.
- d) The minutes shall be kept in a separate minute book.

SCHEDULE 1

TERMS OF REFERENCE

1. To keep under review the secular curriculum for the school and the statement of policy and to make recommendations to the governing body where necessary to ensure that the requirements of the National Curriculum and relevant legislation are met.
2. To ensure that sufficient lesson time is provided for pupils to cover the National Curriculum and to recommend to the governing body any changes required.
3. To consider and recommend the draft School Development Plan to the governing body for approval.
4. To keep under review the school's self evaluation process, and detail of the completed self evaluation form (SEF).
5. (Primary schools only). To make recommendations to the governing body on whether sex education should form part of the curriculum of the school and, if so, to make recommendations about the content and delivery.
6. To consider and make recommendations to the governing body on the adoption of policies on specific subjects or aspects of the curriculum.
7. To determine such targets as the school is required to set (where the governing body has chosen to delegate this responsibility).
8. To receive reports on the monitoring of the performance of pupils and to submit reports and recommendations to the governing body as necessary.
9. To carry out the governing body's responsibilities for the provision of assessment and other curriculum related statistics and information.
10. To ensure that the school's curriculum is compatible with the principles of equality, diversity and inclusion.
11. To hear complaints about the curriculum or religious education or collective worship.

12. To hear appeals against the head's decision to lift or change the National Curriculum for a particular pupil.
13. To ensure provision of religious education in line with the agreed syllabus (community and controlled schools).
14. To ensure that all pupils take part in a daily act of collective worship.
15. To consider, where appropriate how the school might collaborate with other providers to ensure that all pupils in the area have access to the full range of curriculum opportunities.
16. To consider what range of extra curricular activities should be offered beyond the school day.
17. To deal with any other curriculum matters as may be referred by the governing body.