



Birchwood High School
Curriculum Committee Terms of Reference
Academic Year 2016-17
(Reviewed: 8 November 2016)

Terms of Reference

In accordance with legislation and the relevant education acts the Curriculum Committee will:

- Act with integrity, objectivity and honesty in the best interests of the school;
- Be open about their decisions and actions.

The Curriculum committee will act strategically by:

- Agreeing the aims and objectives for the school
- Agreeing policies for achieving those aims and objectives.

In all the above, the Curriculum Committee will act in accordance with education law and will consider any advice given by the Principal and Senior Leadership Team (SLT).

The Curriculum Committee will act as a “critical friend” offering an external perspective to the Principal and the school: monitoring the curriculum and other associated matters, offering support and advice, an external opinion, asking challenging questions, offering constructive criticism where appropriate and ensuring that the highest professional and ethical standards are met.

Membership: a minimum of three Governors. Additional non Governors can be members, but must not outnumber the governor members, and do not have voting rights.

Quorum for the Committee: three members of the Committee

Frequency of meetings: at least once per term and as and when required.

Election of Chair: the Committee Chair will be appointed at the first Full Governing Body meeting of the academic year.

Voting Rights: all committee members will have a right to vote on any proposal put to the committee. Co-opted members of the Committee have voting rights. Decisions are taken by majority vote.

Minutes: all meetings will be minuted and the minutes circulated to all Governors.

Chair’s Responsibility:

- To chair meetings
- To set the agenda
- With admin support from Birchwood, to arrange meetings and notify members
- Ensure decisions/options are minuted
- To arrange for the provision of written reports/minutes

Remit

Policies - adhering to the School Transformation Plan to review, monitor, approve and advise the Governing Body on the School’s Curriculum policies and its statutory obligations, as well as the implementation and effectiveness of the policies (both statutory and non-statutory).

Reports - to annually monitor the Safeguarding Report, SEND and Equality policy implementation Reports.

To annually review and approve the school’s curriculum.

To monitor the ethos of the school, including discipline, behaviour and general student welfare.

To monitor the standards of education provided by the school.

To scrutinise the report on the curriculum offered throughout the school, with reference to the needs and requirements of the National Curriculum.

To keep up to date with curriculum developments and approve any amendments.

To ensure members are aware of all curriculum innovations in which the school is participating.

To receive and consider reports on safeguarding in relation to Curriculum issues.

To be responsible for considering and disposing of complaints relating to any matters concerning the curriculum within the school, where such matters cannot be resolved informally.

To annually review the sections of the Risk Register relevant to the Curriculum Committee and report on changes at meetings where relevant.

Reporting on Governor Visits

Receive updates on quality assurance activities in the school.

To monitor and receive updates on the progress of the School Transformation Plan

To review and recommend for approval by the Governing Body any other curriculum-related matters which are not listed above.