



Birchwood High School
Curriculum Committee Terms of Reference
Academic Year 2021-22

Composition

At least five named members of the Governing Board and members of the SLT. Associate Members may be appointed.

Quorum

Three

Clerking

The Governing Board must appoint a Clerk to the committee. The Clerk must not be the Headteacher.

Purpose of Committee

To review, monitor and evaluate the curriculum offer.

To ensure on behalf of the Governing Body that its strategic responsibility to raise standards is acted upon.

To review and analyse the performance of the school, against national and local indicators, and to advise the Governing Body on any action required in order to sustain improvement.

To ensure that the School Development Plan / SEF reflects the requirement to raise standards, and to monitor and evaluate it accordingly.

To monitor the implementation of any action plan resulting from external reviews of the school (e.g. Ofsted inspection or local school improvement advisers), in order to maintain progress.

To establish, with assistance of the Principal and subject co-coordinators, information about how the curriculum is taught, evaluated and resourced.

To make recommendations to the Finance Committee on resources that are needed to meet the needs of the whole curriculum, and the sustainability of the non-statutory elements.

To receive regular reports from the Principal and/or senior leadership team on the quality of teaching and learning, to identify areas for improvement, and to ensure that any necessary action is taken to maximize outcomes for pupils.

To ensure that annual assessment and examination arrangements comply with national requirements.

To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEN trustee (this can be given verbally at a committee meeting, minutes will act as record.)

To regularly review and develop the assessment Policy and to ensure that the policy is operating effectively.

To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour).

To ensure that other relevant policies such as behaviour and attendance, which support learning and improvements in attainment are in place.

To ensure that all children have equal opportunities.

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

To oversee arrangements for educational visits, including the appointment of a named co-ordinator.

To identify and celebrate pupil achievements.

To monitor the impact of Pupil Premium Funding on the achievement and attainment of pupils; to ensure that the Pupil Premium Funding is spent appropriately and that this information is easily accessible on the school's website.

Meetings

Committee meetings will be held on an as required basis but at least once a term.

A clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within agreed timescales.

The committee will liaise with such other committees and invite members of the other committees to attend its meeting as should be deemed appropriate.

Any matters which may be in conflict with the work of another committee must be referred to the Governing Board.