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## CURRICULUM & STANDARDS COMMITTEE

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### Terms of reference

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#### General Terms

- To act on matters delegated by the Board of Directors;
- To liaise and consult with other committees where necessary and appropriate;
- To contribute to the School Improvement Plan;
- To consider safeguarding and equalities implications in all business of the Committee.

#### Membership & Quorum

Committee membership is limited to seven people and must include a minimum of:

- at least four representatives of the Board of Directors of The Brookfield School, which must include the head teacher;
- at least one representative elected from the teaching staff of The Brookfield School.

Other members can be co-opted by the Board of Directors and need not be restricted to those who already serve on other governance bodies of The Brookfield School. The term of membership is three years, and membership can be renewed for a second term.

The meeting is quorate when at least 50% of the membership and at least three Directors are present.

#### Meetings

Committee meetings must take place at least once a term. Committee meetings will not be open to the public, but minutes shall be made available. The Committee and the Board of Directors are at liberty to withhold from public inspection any matter or any information relating to a named person which either the Committee or the Board of Directors deems to be confidential.

The chair will be elected by the members of the committee and serve a one-year term which can be renewed up to three further times. In the absence of the chair, the committee will choose a chair from among those present.

The Committee's clerk will be the clerk to the Board of Directors, and in the absence of the clerk the Committee shall choose a clerk for that meeting from among those present (which may not be the head teacher, where s/he is present). The draft minutes for each meeting will be circulated within three weeks of the meeting, or one week in advance of the following Board of Directors meeting, whichever is sooner. The agenda and associated papers for each meeting along will be circulated one week in advance of the meeting, unless by agreement with the Committee chair.

Any decisions taken must be determined by a majority of the committee members present and voting,

#### Curriculum planning & delivery

The Committee has delegated authority from the Board of Directors, to which it must report termly, to:

- review, monitor and evaluate the curriculum offer;
- recommend for approval to the Board of Directors the:
  - Self-Evaluation Form;
  - School Improvement Plan;
  - targets for school improvement;
- 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/discipline);
- ensure that the requirements of children with special needs are met, and receive termly reports from the head teacher/SENCO and an annual report from the Director with responsibility for SEND.

## **Admissions, assessment and improvement**

The Committee has further delegated authority to:

- review the admissions policy;
- review exclusions and confirm Review exclusions and confirm (or not) all permanent exclusions and fixed-term exclusions for more than 15 days a term in total or in which a pupil would lose the opportunity to sit a public examination (noting that this is delegated to the chair or vice-chair of directors in urgent cases);
- monitor and evaluate the effectiveness of leadership and management with regard to curriculum and standards;
- monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement;
- monitor and evaluate rates of progress and standards of achievement by pupils, including any under-achieving groups;
- monitor and evaluate the impact of continuing professional development on improving staff performance;
- set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the Committee's area of operation;
- monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children), ensure all their needs have been identified and addressed, and evaluate their progress and achievement;
- develop and review regularly the Assessment Policy and ensure that it is operating effectively;
- consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan;
- ensure that all children have equal opportunities;
- advise the Premises & Finance Committee on the relative funding priorities necessary to deliver the curriculum.

## **Engagement**

The Committee has further delegated authority to:

- monitor the school's publicity, public presentation and relationships with the wider community;
- identify and celebrate pupil achievements;
- oversee arrangements for educational visits, including the appointment of a named co-ordinator;
- develop a Policy on Policies to be Published on the Website, ensure that all statutory requirements for reporting and publishing information are met and that the school website content is fully compliant and presented in an accessible way.