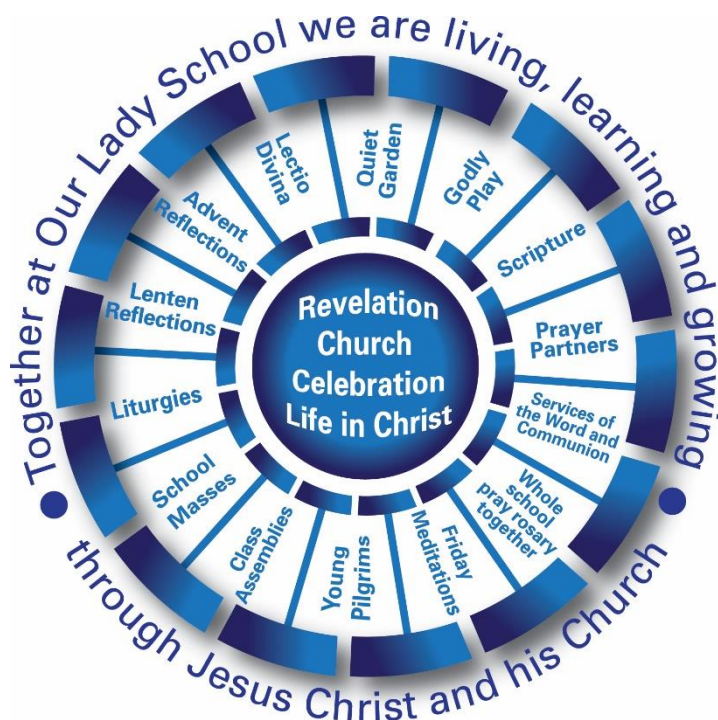




# Our Lady Catholic Primary School

## School Curriculum Committee Terms of Reference



The Diocese of Westminster Academy Trust  
A Catholic Academy

**September 2022**

**Committee Purpose**

The School Curriculum Committee is established to continually lead the ongoing improvement and progress of the school performance and curriculum. The Committee will establish a framework for continuously reviewing progress, it will review the implementation of policies, the implementation of subjects and evaluate school results and outcomes.

**Membership and Chairing**

The School Curriculum Committee comprises the following Governors:

Chair: Tony Gorton

Member: Sarah Snowball (Head)

Member: Anne Stevens

Member: Father Tom O'Brien

Member: Arikana Massiah

Member: Colette Evetts

Staff member (non-governor) Bryoney Davis

Clerk: HfL

The minimum number of Governors required for Quorum is 3.

Only appointed Governors may vote on necessary actions and resolutions. Non governors may attend the meeting but in a non-voting capacity.

**Minutes and Meetings**

The committee will meet a minimum of 3 times per year, at least once per term.

The committee will elect a chair from among the members of the committee for a period of 1 year. In the absence of the Chair then the committee will choose an acting chair from among their number for the meeting. In the absence of the clerk then then the committee will choose a clerk for that meeting from among their number (someone who is not the Headteacher)

Minutes of meetings will record those present, the date and any decisions, action points or recommendations. All recommendations will be written in a way as to offer the governing body a clear proposal or alternatives to debate and decide upon. A signed copy of the minutes will be approved by the Chair during the following meeting after said minutes have been recorded

**Procedures and training**

The membership of the committee will be determined at the first meeting of the governing body in the autumn term.

The terms of reference for the committee will be reviewed annually.

The normal procedures and regulations of the governing body also apply to its committees.

Members of the committee should take steps to maintain and develop their knowledge and skills by attending appropriate training.

### **Limited Powers**

The Committee will not make decisions on any areas outside of its remit. Especial reference is made to the following areas out of remit:

- Finance, procurement and budgets
- Human resources
- Complaints and Disciplinary actions

### **Proposed Remit**

The following items illustrate the purpose and remit of the School Curriculum Committee:

1. To advise the governing body on the school's curriculum policy and its statutory obligations regarding the curriculum.
2. With the assistance of staff, to monitor and evaluate the delivery of the curriculum, specifically the impact of actions taken to implement the SDP.
3. To review, approve and monitor the implementation of policies for curriculum areas, special educational needs, collective worship, race equality and pupil behavior/discipline.
4. To ensure that the needs of pupils with special educational needs are met.
5. In conjunction with the Headteacher, to review and agree statutory targets for pupil attainment.
6. To annually receive a report from the Headteacher on the quality of teaching and the standards of pupil achievement, and to identify any necessary governing body actions.
7. After consultation with the Headteacher and staff, to identify priorities for the School Development/Improvement Plan and to consider the draft plan for discussion and approval by the governing body.
8. To monitor, at least once a term, progress in implementing the School Development/Improvement Plan.
9. To review, after consultation with the Headteacher and staff, the relevant school policies assigned to the committee for review and approval.
10. To continuously monitor and review subjects being taught in the school, focusing on:  
Resources  
Leadership  
SEN  
Safeguarding  
Assessment & Progress  
Other
11. To continuously monitor and review the implementation of school policies which have been reviewed and approved by the Committee.

12. To ensure that all children have equal opportunities.
13. To ensure that all statutory requirements for reporting and publishing information are met and the school website is fully compliant and presented in an accessible way.