

## TERMS OF REFERENCE 2016/2017

### CURRICULUM & SAFEGUARDING COMMITTEE

#### Purpose of the Committee

The purpose of this committee is to provide advice, support and guidance to the head teacher (HT) and governing body (GB) on all matters relating to the school curriculum and child protection/safeguarding management. It covers statutory requirements and all related school policies as well as plans to deliver the best outcomes for children. It also extends to academic, behaviour and attendance standards. Safeguarding is considered in its broadest context, including safety and suitability of premises, promotion of wellbeing and good health, supporting children with medical conditions, background suitability checks for adults and equality of treatment/opportunity. (NEW)

#### Membership of the Committee

To consist of a minimum of 4 governors - including the HT.

The DHT of the School is invited to attend all meetings as a representative of the Senior Leadership Team.

Either the Chair or Vice Chair of the GB will be a member of this Committee as it is a key area for the GB.

#### Disqualifications

There are no barriers to any governor participating on this Committee.

#### Meetings

The Committee shall meet at least once each term.

Minutes will be taken by the Clerk to the GB.

The Committee will liaise with other committees and may invite other committee members or guests to attend its meetings, as should be deemed appropriate. Any governor is entitled to attend a meeting of this Committee but does not have voting rights, unless previously agreed by the FGB.

Any matters which may be in conflict with the work of another Committee must be referred to the FGB for resolution.

The meetings will not be open to the public.

#### Quorum

The Committee can only agree formal business if there is a minimum of three governors present at the meeting (or participating by electronic means).

The Committee shall not meet without the HT or someone nominated by him/her being present at the meeting.

#### Chair/Vice Chair

The Chair and VC of the Committee will be elected by Committee members at the first meeting of each academic year in a ballot.

The Chair will report the work of the Committee to the regular meetings of the GB.

The Chair has a casting vote, if required.

#### Terms of reference

##### GENERAL

1. Provide advice, support and guidance to the Headteacher and Governing body on all matters relating to the school curriculum and child protection/safeguarding management.
2. Ensure that current curriculum and child safeguarding provision in school meets statutory requirements.
3. Agree, on behalf of the FGB, all curriculum-related and child protection-related policies required by legislation or considered necessary, locally.
4. Contribute to, and monitor, all relevant elements of the School's Development Plans.
5. Receive governor reports relating to curriculum or safeguarding visits and determine whether further GB action is needed.
6. Make recommendations to the Governing Body about the School's session times and dates of school term.
7. Discharge any functions not listed here but delegated to the Committee by the GB, and report back.

##### CURRICULUM

8. Monitor the impact of curriculum planning and policies on pupil progress and achievement, with particular reference to non-statutory pupil performance targets, individual groups and equality of opportunity for all pupils.
9. Monitor and review the school's curriculum and assessment provision and make recommendations where necessary.
10. Consider recommendations and decide which subjects or other activities ought to be taught/provided.
11. Monitor and review the delivery of RE, collective worship and sex education, making recommendations to the governing body for its decision.
12. Monitor and review School's SEN policy and provision, taking into account legal requirements.
13. Monitor the prohibition of political indoctrination, ensuring the balanced treatment of political issues.
14. Make an annual submission to the Finance Committee for funding levels of curriculum resources for the next academic year.
15. Benchmark academic performance against similar schools, where possible.

16. Ensure that National Curriculum assessment and examination results are reported annually to the GB and parents.
17. Review the content and impact of the Home-School document.
18. Consider whether to set targets for pupil achievement.
19. Monitor the information relating to the School curriculum on the School's web site and meet all publication requirements.

#### SAFEGUARDING

20. To advise the GB on priorities, including Health and Safety, for the maintenance and development of the school's premises.
21. To establish and keep under review an Accessibility Plan.
22. To monitor that appropriate risk assessments are carried out and action plans implemented to minimise risks to people and property.
23. To monitor that H&S regulations are followed.
24. To monitor and evaluate H&S outcomes at least termly (eg accident reports, evacuation procedures etc)
25. To monitor School support for pupils with medical conditions and recommend reasonable adjustments to premises to improve disabled access.
26. To ensure policies and procedures are in place to safeguard children against Child Sexual Exploitation (CSE).
27. To monitor school lunch nutritional standards.
28. To monitor the take-up rate of Free School meals (FSMs) by pupils meeting the criteria.
29. To keep under review the designation of a 'responsible person' for SEN/D and 'looked after children' (LAC).

#### Delegations to the Curriculum & Safeguarding Committee

Financial: none

Powers: approve policies on behalf of the GB.

#### Delegation to the Chair of Governors

Chair's power to act - In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of this committee, the chair of the governors, in consultation as necessary with the HT and chair of the committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the whole governing body.

#### Electronic vote

Any FGB or committee resolution may be put to an electronic vote, if a situation arises *between* scheduled meetings and the issue is not likely to be contentious or require considerable discussion. The Chair of the Committee or FGB may propose an electronic vote subject to:

1. All eligible participants agreeing to the vote being conducted electronically; and
2. The majority vote principle applying, with a minimum of three governors voting in favour to make the decision quorate.

If any governor is not happy for the vote to be held electronically, then they should indicate they wish a meeting to be called to discuss the issue, in person and vote on the resolution accordingly.

Any resolutions passed in this way will be reported to the next meeting of the committee or FGB and recorded in the minutes.

#### Review

These terms of reference to be reviewed annually by the Committee at the end of each academic year and recommended to the FGB at the first meeting of the autumn term.

Effective from: September 2016