

GRAYRIGG CHURCH OF ENGLAND SCHOOL
GOVERNING BODY'S TERMS OF REFERENCE
FOR CURRICULUM, STANDARDS & STAFFING COMMITTEE

Membership:-

- The Committee shall not be less than 3 governors plus the Head or his/her recognised replacement.
- The Committee may make recommendations to the governing body for co-option of non-governor members.
- The committee shall appoint a Chairman, who must not be the Head or any member of staff.

Quorum:-

- A quorum will consist of three governors including the Head.

Meetings:-

- The committee should meet at least once per term, prior to the full governing body meeting and otherwise as required.
- The Chairman shall ensure at least one week's notice of the meeting, accompanied by an agenda and supporting documents.

Terms of Reference:-

Curriculum & Standards

- To evaluate the school's curriculum with senior leaders and measure the impact of teaching and learning on achievement of pupils.
- To plot monitoring visits for governors and agree timetable of visits with head & staff.
- To monitor progress towards the following sections of the school development plan: Achievement of pupils, quality of teaching and behaviour.
- To review the policy and provision for collective worship and for RE and make recommendations where necessary.
- To review the policy and provision for relationships and sex education and make recommendations where necessary.
- To hold school leaders accountable for SEND provision in line with the school's local offer and Cumbria's local offer and to evaluate this.
- To monitor and review the information about school performance and reporting to parents according to statutory requirements.
- To hold senior leaders accountable for the quality of teaching to ensure all teaching is at least good and working towards outstanding.
- To hold senior leaders accountable and evaluate the data (attainment and progress) for all groups of children within the school in comparison to National statistics.
- To plan for collecting pupils, family and staff voices and opinions.

Staffing

- To draft and regularly review a policy statement on staff consultation for the governing body's approval and to undertake any formal consultations.
- To draft, review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that staff are informed of these.
- To draft and review in consultation with staff, criteria for redundancy to be recommended for the approval of the governing body.
- To draw up a Pay Policy for the governing body's approval including criteria for the use of the discretionary points and make recommendations about their implementation.
- To review staff (inc HT) salaries annually and make recommendations.
- To liaise and consult with other committees where necessary.
- To review the staffing structure, particularly when a vacancy occurs, but at least annually in relation to the School Development Plan.

Policies reviewed and ratified by the committee:

- Curriculum policy
- EYFS policy
- RE policy
- Collective Worship policy

- Marking & feedback policy
- Assessment policy
- Presentation & handwriting policy
- Phonics policy
- Homework policy
- Relationships & sex education policy

Accountability:-

The Committee must keep the Governing Body informed at all times of their activities. Minutes of each meeting to be circulated to all members of the Governing Body and a report made to the next meeting of the Governing Body.

Review Period:-

Membership of the Committee and the responsibilities are to be reviewed annually.