

## **CURRICULUM & STANDARDS COMMITTEE - TERMS OF REFERENCE**

### **1. Membership**

The membership of the Committee shall be not less than three governors.

### **2. Quorum**

The quorum for meetings of the Committee shall be three governors, who are members of the committee.

### **3. Frequency of Meetings**

The Committee shall meet at least once per term.

### **4. Delegated Functions**

- 4.1 To review, monitor and evaluate the curriculum offer.
- 4.2 To monitor school based, local and national performance data and reports, evaluating achievement and progress, and analysing the performance of different groups and subjects including any underachieving groups.
- 4.3 To monitor and evaluate the impact of the priorities identified in the School Improvement Plan which relate to the committee's areas of operation.
- 4.4 To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- 4.5 To monitor the provision for and evaluate the progress and attainment of vulnerable groups e.g. children eligible for FSM, looked after children, young carers, to ensure all their needs have been identified and addressed, and to evaluate the effectiveness of intervention strategies.
- 4.6 To ensure that the requirements of children with special educational needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher and/or SENCO.
- 4.7 To ensure that the school meets the General and Specific Equality Duties in relation to teaching and learning, curriculum, achievement and progress.

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Caedmon Primary School website address: [www.caedmonprimary.org](http://www.caedmonprimary.org)

School e-mail address: [caedmoncommunityprimaryschool@gateshead.gov.uk](mailto:caedmoncommunityprimaryschool@gateshead.gov.uk)

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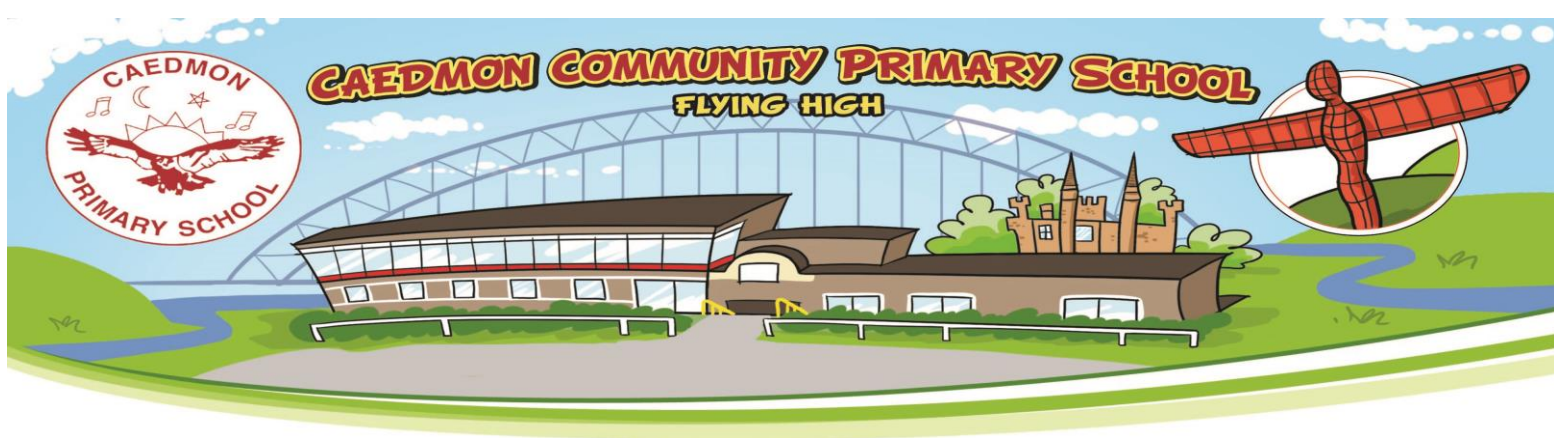
- 4.8 To monitor and review pupil attendance and exclusions information, and to evaluate strategies to improve these areas.
- 4.9 To ensure that the school's provision for pupils' spiritual, moral, social and cultural education is effective in helping pupils to develop in this area, including pupils with SEND.
- 4.10 To ensure that Relationships Education (Primary)/Relationships and Sex Education (RSE) (Secondary) and Health Education lessons are effective and ensure that the school can fulfil its legal obligations, and that clear information is provided for parents on the subject content and the right to request that their child is withdrawn.
- 4.11 To advise the Resources committee on the relative funding priorities necessary to deliver the curriculum.
- 4.12 To oversee the school's contribution to pupil well-being, including the extent to which pupils feel safe, adopt healthy lifestyles and contribute to the school and wider community (including but not limited to the monitoring of Pupil Voice and pupil survey results).
- 4.13 To monitor and evaluate the engagement of and communication with parents and parental views (including but not limited to the review of parent survey results) and how these are taken into account, and consider ways in which home-school links can be further developed, making appropriate recommendations.
- 4.14 To monitor community links and community use of the school, and evaluate the school's contribution to promoting community cohesion.
- 4.15 To be satisfied that the school is compliant in following the statutory guidance on the cost of school uniforms, particularly when developing and implementing a statutory School Uniform Policy.
- 4.16 To ensure all statutory requirements for reporting and publishing information in an accessible way on the school website are met, and to review and monitor the school website to ensure that it is kept up-to-date.
- 4.17 To monitor the provision of the Early Years Foundation Stage, and to ensure that the required policies and procedures for both learning and development and safeguarding and welfare provision for children from birth to five are in

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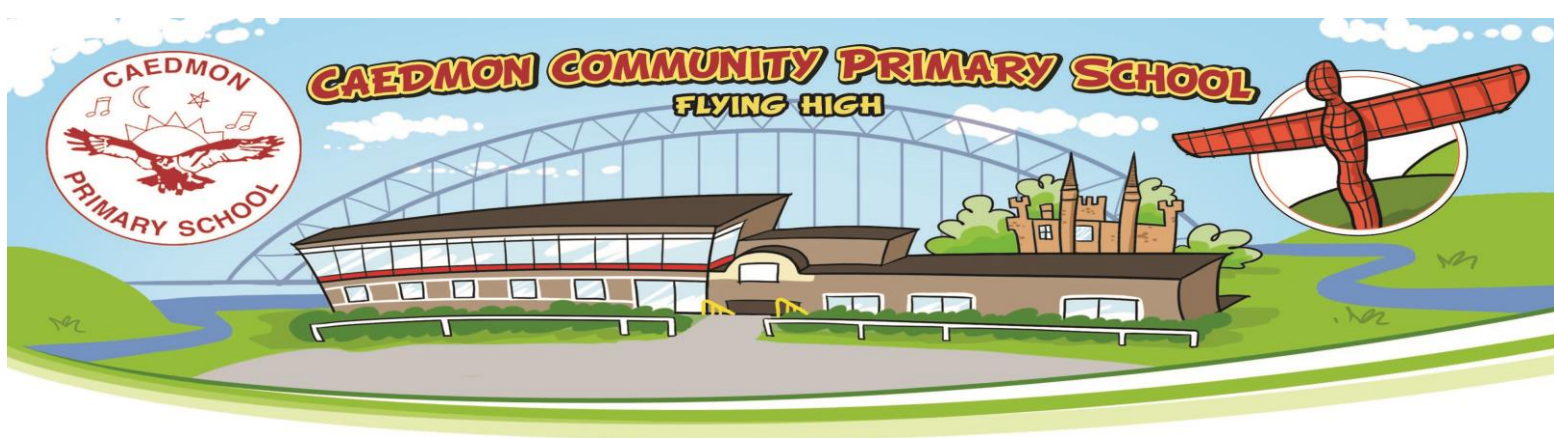
place (separate policies for EYFS are not required where procedures are already covered in existing whole school policies) (**Nursery and Primary schools only**).

- 4.18 To review careers education to ensure it is fit for purpose (**Secondary schools only**).
- 4.19 To monitor the range of the extended school offer (including out of hours clubs) and evaluate its impact.
- 4.20 To oversee arrangements for educational visits and to approve high risk educational visits.
- 4.21 To monitor and review safeguarding incidents and practice within the school, including how the Child Protection Policy adopted by the governing body is being implemented and the impact of any changes in safeguarding personnel, and to ensure key aspects of Keeping Children Safe in Education are implemented.
- 4.22 To monitor the implementation of, and evaluate the outcomes of, the Behaviour Policy.

## 5. **Policies**

### Statutory

- 5.1 To ensure a School Attendance Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.2 To ensure a School Exclusions Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.3 To ensure a School Uniform Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.4 To ensure a Relationships and Sex Education and Health Education Policy is established and adopted, and is reviewed and re-adopted annually (**not required for Nursery schools**).
- 5.5 To ensure a Careers Guidance Policy is established and adopted, and is reviewed and re-adopted annually (**Secondary schools only**).



5.6 To ensure an Equality Objectives Policy is established and adopted, and is reviewed and re-adopted every four years.

## 6. **Reporting to the Governing Body**

6.1 The Committee clerk will send the minutes (or draft minutes, if they are still awaiting approval at the next committee meeting) of its meetings to the clerk of the Governing Body for inclusion with the agenda of the next meeting of the Governing Body.

6.2 The Committee Chair (or, if the Committee Chair is not present at the full Governing Body meeting, any other member of the Committee who was present at the Committee meeting) shall report to the Governing Body on any actions undertaken by the committee, as delegated to the Committee by the Governing Body, including but not limited to the approval of any policies.