

TERMS OF REFERENCE FOR CURRICULUM COMMITTEE

**ST PETER'S C. of E. SCHOOL
BIRMINGHAM
B17 OBE**

All terms of reference need to be annually reviewed, updated and approved by the full governing body.

1. Membership

- 1.1 The membership shall consist of at least 4 Governors plus the Head in her voting capacity. The Committee Members can ask the Governing Body to appoint up to 2 non-voting members with appropriate curriculum skills.

2. Quorum

- 2.1 The quorum shall be 3 voting members excluding the Head Teacher.

3. Meetings

- 3.1 The committee will meet at least once a term (3 times a year).
- 3.2 Any additional meetings will be called as necessary; at least 7 days notice must be given when calling a committee meeting.

4. Minutes

- 4.1 Internal arrangements for taking and distributing the minutes will operate, excluding the Head Teacher.

5. Chairing

- 5.1 The committee shall elect a Chair and Vice Chair annually.
- 5.2 The Chair will be responsible for drawing up the agenda and distributing to committee members at least 7 days in advance.

6. Reporting to the Governing Body

- 6.1 The Chair will report to the full Governing Body on main decisions taken and any recommendations that the Governing Body needs to vote on.
- 6.2 Minutes will be presented to the full Governing Body for approval.

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7. Responsibilities

The GB of St. Peter's CE School has delegated the following duties and responsibilities to the curriculum committee:

- 7.1 The Committee will advise and recommend to the Governing Body on the School's Curriculum Statement, the Birmingham LA's Curriculum and their statutory duties regarding the National Curriculum and its assessment arrangements. It is the responsibility of the committee to ensure that the work undertaken in the school reflects both the School's Curriculum Statement and National Curriculum requirements.
- 7.2 The Committee will monitor and review curriculum aspects of the School Development Plan and advise and recommend to the Governing Body the priorities and targets set.
- 7.3 Make recommendations to the Governing Body on the arrangements for Collective Worship and provision of Religious Education.
- 7.4 Review the policy and provision for RHSE (Relationships, Health and Sex Education) and make recommendations to the full governing body
- 7.5 Review the policies and provision for Inclusion and Special Educational Needs and make recommendations to the full governing body
- 7.6 Review the policies and provision for Bullying, Racial Harassment and Mental Wellbeing and make recommendations to full governing body
- 7.7 Review other curriculum policies and provision as appropriate and make recommendations to the full governing body.
- 7.8 Consider complaints relating to the curriculum and advise the Governing Body when such a situation has occurred.
- 7.9 Review and monitor the work of the school in relation to the extended school provision.
- 7.10 Review and approve the school's Home School Agreement.
- 7.11 Agree to undertake relevant training to keep up-to-date with National and Local trends and policies.

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