

## WESTFIELD SCHOOL - GOVERNING BODY

### CURRICULUM AND ACHIEVEMENT Committee– TERMS OF REFERENCE

#### ***Membership***

- a) The Committee will consist of no fewer than four governors
- b) The Committee may include co-opted non-voting members as appointed by the Governing Body.
- c) The Chairman and members will be appointed by the Governing Body.

#### ***Quorum***

The quorum will be three governors.

#### ***Meetings***

- a) The Committee shall meet at least once a term and otherwise as required.
- b) Each meeting will be minuted and will be circulated to all members of the Governing Body before the next full Governing Body Meeting.

**Responsibilities:** all committees have the following responsibilities:

- To receive reports from members of staff about matters relating to any of the issues listed in these terms of reference.
- To contribute to, monitor and evaluate relevant parts of the summary of self evaluation, the school development plan and the policies allocated to them, reporting or making recommendations to the full governing body.
- To consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
- To take appropriate action on any other relevant matter referred by the governing body.

#### ***Purpose***

The Curriculum and Achievement Committee will oversee pupil achievement, ensuring that the school provides a high quality learning experience and delivers a broad and balanced curriculum in keeping with school's aims, pupil needs and legal requirements.

#### ***Terms of Reference***

The Committee will:

- 1) Contribute to and monitor the implementation of the School Development Plan in relation to teaching and learning;
- 2) Monitor and review the school's Curriculum Policy and statutory obligations in relation to the National Curriculum;

- 3) Monitor and review the implementation of the curriculum. Advise the Governing Body on its statutory obligations regarding the National Curriculum;
- 4) Monitor the setting of curriculum performance targets, the evaluation of achievements against those targets and also personal development goals;
- 5) Monitor and review the quality of teaching and learning;
- 6) Monitor and review the process and outcome of governor visits
- 7) Advise the Governing Body on Curriculum and Achievement matters relating to preparation for an OFSTED inspection and Action Plan following an OFSTED inspection;
- 8) Monitor and review the Westfield School website;
- 9) Review statutory and other curriculum policies as specified, namely

#### Statutory Policies (annually)

- SEN policy- agreed (Inclusive Practice Policy)
- Early Years Foundation Stage
- Sex and Relationships

#### Non-statutory but good practice

- Personal, Social, Health and Economic Education and Citizenship
- Controlled Assessment
- Curriculum Policy
- School prospectus / brochure
- RE and Daily Act of Collective Worship
- Assessment, Recording and Reporting
- Governor visits policy

Reviewed by Curriculum & Achievement Committee – 17 October 2016  
Next review – Autumn 2017