



## GRAFTON PRIMARY SCHOOL

### CURRICULUM, SEN AND STANDARDS COMMITTEE

#### TERMS OF REFERENCE

1. **Membership**

The membership of the Curriculum, SEN and Standards Committee (the **Committee**) shall be the Headteacher and at least two (2) governors appointed by the full governing body (the **Governing Body**). The Committee shall have such associate members as the Governing Body shall appoint. The Committee may take, and make, recommendations for these appointments. The convenor is the Chair of the Committee.

2. **Quorum**

- a) The quorum shall be three (3) governors.
- b) The Committee shall not meet without the Headteacher being present or a substantive replacement nominated by the Headteacher.

3. **Responsibilities**

- a) On behalf of the Governing Body, to ensure that its strategic responsibility to raise standards is acted upon.
- b) To review and analyse the performance of the school, against national and local indicators, and to advise the Governing Body on any action required in order to sustain improvement.
- c) To approve the school's curriculum statement and to ensure that its statutory obligation regarding the National Curriculum is met.
- d) To ensure that the School Improvement Plan reflects the requirement to raise standards, and to monitor and evaluate it accordingly.
- e) To monitor the implementation of any Action Plan resulting from Ofsted inspections, in order to maintain progress.
- f) On behalf of the Governing Body, to recommend or approve the annual key stage targets set by teachers and the senior management team.
- g) To establish, with the assistance of the Headteacher, information about how the curriculum is taught, evaluated and resourced.
- h) To ensure an adequate number of governors from the Governing Body are appointed as link/lead governors for each aspect of the curriculum and that they provide feedback on a regular basis to the Governing Body.
- i) To ensure that the requirements of pupils with special education needs (**SEN**) are met.
- j) To review the SEN Schools Information Report in response to local need.
- k) To receive regular reports from the Headteacher and/or the senior management team on the quality of teaching and learning, to identify

areas for improvement, and ensure that any necessary action is taken to maximise outcomes for pupils.

- l) To ensure that other relevant policies (i.e. for teaching and learning, behaviour, attendance, equality duty, etc.) which support learning and improvements in attainment are in place and regularly reviewed.

### **General**

To attend relevant training courses and review available advice to ensure that the above responsibilities are carried out effectively.

#### **4. Records**

A written record shall be kept of all proceedings of the Committee and shall be submitted to the next meeting of the Governing Body. All papers considered by the Committee shall be available to all governors on request. Unless otherwise stated, the Committee shall abide by the rules and procedures applying to the Governing Body.

#### **5. Notice of Meeting**

The Committee shall meet once a term and otherwise as required. Members of the Committee shall normally be given at least seven (7) days' notice of a meeting.

#### **6. Chair and Vice-Chair**

The Governing Body from amongst the Committee's membership shall appoint the Chair and Vice-Chair of the Committee or delegate the Committee to do so at its first meeting of each academic year. The Vice-Chair shall have the powers of the Chair in the absence or non-availability of the Chair.

#### **7. Stakeholder Collaboration and Use of Technology**

- a) Engage appropriately with stakeholders and, in so doing, ensure stakeholders understand the role, structure and objectives of the Committee and Governing Body.
- b) Whilst ensuring that the participation of governors at Committee meetings is "in person" as far as is possible, the Committee will adapt to the public health situation and governor's work commitments and allow for meetings and/or approvals to be conducted via email, telephone call and/or video conference call, provided that:
  - the Chair of the Committee considers it appropriate for such approval to be made in such manner;
  - such process may only happen twice during an academic school year (provided that if the public health situation prohibits meetings "in person", this requirement may be waived); and
  - it is recorded by the Clerk to the Committee in the relevant minutes of the meeting to which such approval relates.

**APPROVED: 14 November 2022**

**TO BE REVIEWED BY: 13 November 2023**