St Swithun's Catholic Primary School

Terms of Reference for

Curriculum & Standards Committee

Policy agreed by (committee):	**C&S**	**Previously reviewed on (date):**	3/10/23
Agreed on (date):	**10/9/24**	**Next review (date):**	September 2025

Chair of Committee:	Antoinette Cyriaano	**Signed:**	*Antoinette Cyriaano*
Headteacher:	Jenny Verhiest	**Signed:**	*Jenny Verhiest*

St Swithun's Catholic Primary School has two main committees reporting to the Full Governing Board (FGB). The first covers Curriculum and Standards, and the second Resources.

These terms of reference relate to the **Curriculum and Standards committee** and cover the following areas of the school's activity: -

- Curriculum and Standards (including curriculum elements of the pre-school)
- Attendance
- Safeguarding

Membership of all committees will be agreed, ratified and recorded by the FGB. A chair and minute taker will be appointed. An agenda and notes of agreed actions will be produced for each meeting.

The committee will report to the FGB and all decisions must be ratified by the FGB. The committee will have a quorum of three members which must include a member of staff. The committee will meet at least three times a year and in accordance with a published timetable.

Curriculum and Standards

- Provide guidance and assistance to the Governing Board and Headteacher in all matters relating to the curriculum and standards
- Review internal and external assessment data and reports
- Receive and review reports relating to standards of Curriculum and Standards
- Consider priorities for the curriculum including the curriculum elements of the Pre-school and agree these with the Headteacher prior to the preparation of each year's School Strategic Plan
- Review in consultation with staff all policies relating to the delivery of the curriculum for the approval of the Governing Board
- Maintain an overview of all matters related to pupil behaviour and attendance
- Liaise and consult with other committees where necessary
- Responsibility for safeguarding

Attendance

- Monitor attendance in line with local and national targets
- Provide guidance and assistance to the Governing Board and Headteacher in all matters relating to the attendance
- Review attendance policies and procedures and make recommendations as required

Safeguarding

- Ensure the Safeguarding Policy is managed effectively and implemented at all levels within the school community
- Provides support and guidance to the Headteacher and Staff in working with young people who are particularly vulnerable
- Review plans for school journeys and residential visits and advise the Governing Board accordingly