



'Learn, Endeavour, Aspire, Respect, Nurture'

Oxpring Primary School

Governing Board Committees

Terms of Reference

STAFFING, STANDARDS AND CURRICULUM COMMITTEE

1. Membership

The membership of the Committee will be a minimum of four Governors, as determined annually by the Board. The meeting will be minuted by a clerk.

2. Quorum

The quorum shall be three Governors.

3. Meetings

Meetings will be held as and when required but at least termly.

4. Function

1. To discuss all issues relating to the curriculum and approve the curriculum plan for the forthcoming academic year in the light of option requirements and national curriculum needs.
2. To ensure the school meets the statutory requirements in relation to the EYFS, the National Curriculum and other curriculum issues such as sex education.
3. To review the school's curriculum statement in relation to the Authority's published curriculum policy.
4. To identify methods that could be used to enhance the culture of learning within the school and its community, monitoring work to raise pupils' level of attainment and appropriate sections of the school's improvement plan.
5. To hear any eligible complaints relating to the school's curriculum under S409 of the Education Act 1996 in accordance with the Local Authority's agreed arrangements.
6. To ensure staffing levels meet the curriculum requirements.
7. To oversee all aspects of the appointment to posts on the Leadership Scale, and Senior Support Staff.
8. To monitor the welfare of staff and welfare provision for pupils.
9. To plan towards harmonious links between pupils, staff, the local neighbourhood, other schools and business and consider strategies that will enhance the standing of the school within its local community
10. To monitor the staff development programme in relation to curriculum establishment and personal needs, within the particular context of Performance Management.

5. Reporting

The minutes shall be presented to the next termly Board meeting.

6. Review

The terms of reference of the Committee shall be reviewed annually by the Board in the Autumn Term.

STAFFING, STANDARDS AND CURRICULUM COMMITTEE

CONSTITUTION

1. The committee shall consist of Governors appointed by the Board.
2. The Chairperson and Vice Chairperson shall be elected by the Committee.
3. A quorum shall consist of 3 members of the Committee.
4. The Board shall appoint the Clerk to the Committee. If the Clerk fails to attend, the Governors may appoint one of their number to act as Clerk for the meeting with the exception of the Head Teacher.
The Clerk will ensure:-
 - A minimum of 7 clear days' notice of a meeting is given in writing to each committee member along with the agenda.
 - The minutes and decisions of the committee are recorded and made available for inclusion in the agenda papers of the next committee meeting and the Board meeting.
5. The Committee shall meet at least once every term or more frequently by resolution of the Committee or Board. The Chairperson or Vice Chairperson of the committee shall have the power to call additional meetings as necessary.
6. The Committee is authorised to make decisions on behalf of the Board.

TERMS OF REFERENCE: STANDARDS AND CURRICULUM

The Committee will carry out the following areas of responsibility:-

1. Teaching and Learning
 - Maintain an overview of the quality and range of the teaching and learning in school.
 - Identify and build on the range of curriculum expertise amongst staff.
 - Have a clear understanding of staff development priorities and their impact on teaching and learning.
 - Maintain an overview of standards of attainment and achievement across the school.
2. Oversight of the Curriculum
 - Commission and receive regular updates on the review and development of the Curriculum.
3. The Implementation of National Initiatives
 - Commission and receive reports on the implementation of National Initiatives.
4. Provision for pupils with SEND and the Gifted and Talented
 - Receive regular reports on the progress of all pupils on the SEND register

- Ensure that policy and practice in the school meet statutory requirements for pupils with SEND.
 - Receive regular reports on the progress of Gifted and Talented pupils.
5. Contribute to the School Improvement Plan.

TERMS OF REFERENCE: STAFFING

1. To review, approve and amend the staffing complement of the school and make recommendations to the Finance and Premises Committee.
2. To review the Board's arrangements for the recruitment, selection and dismissal of staff, as determined under the Staffing Regulations and make recommendations to the Board.
3. Have oversight of the relevant personnel procedures as laid down by the Board – ill health, capability, grievance, disciplinary.
4. To implement the Board's Pay and Conditions Policy.
5. (a) To review and determine the Head Teacher's salary annually taking into account the results of Performance Management Review, and notify the Head Teacher in writing.

(b) To review and determine teachers' salaries annually taking into account the results of Performance Management Reviews, and notify the teachers in writing.

(c) To review and monitor Performance Management arrangements for support staff if applicable.
6. To monitor and evaluate the impact of INSET activities.
7. To prepare relevant reports for the Board, including input into the School Improvement Plan.
8. Contribute to the review of the Self Evaluation Form as required.

Note Appointment of Head Teacher and Deputy Head Teacher

The process for the recruitment, selection and appointment of a Head Teacher and Deputy Head Teacher will be undertaken by a Selection Panel from the Board.

The Selection Panel will:-

- Determine the salary range of the appointee
- Conduct the recruitment and selection process
- Recommend an appropriate candidate to the Board for appointment

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Please see separate attendance sheets