



Emersons Green Primary School

CURRICULUM, PUPILS, PARENTS AND THE COMMUNITY COMMITTEE Terms of Reference

The committee is established to debate issues in detail and to provide information and recommendation for final decisions by the Governing Body.

1) Membership

The Committee shall consist of at least five governors, the Chair of Governors and the Headteacher or their representative. The Committee will appoint a Chairman from within its members.

2) Quorum

A quorum shall be a minimum of 3 voting governors including the Head or his/her representative. Non-voting members will not count for a quorum

3) Meetings

The committee shall meet as required but at least three times per year. At least seven days notice of a meeting shall be given.

4) Function

The main functions of the committee are to exercise the curricular powers and relationships with pupils, parents and the Community delegated to it by the full governing body and to advise and support the Headteacher in curriculum matters relating to the school.

5) Terms of Reference - Curriculum

The Committee shall advise the Governing Body in relation to its statutory obligations.

5.1) In particular it shall advise on a regular basis:

- a. the school's curricular aims
- b. the school's policy and provision for sex and relationship education
- c. the school's policy and provisions for daily collective worship and religious education
- d. the statement of general principles for pupil behaviour and discipline
- e. timing of school sessions
- f. charging policy for school activities
- g. approval and review of the Home School Agreement

5.2) The Committee is delegated to:

- a) monitor and evaluate the appropriate sections of the SEF and make recommendations to the Governing Body to address any emerging issues.

- b) review the effectiveness of the pupil behaviour and discipline policy
- c) monitor and review exclusions and exclusion procedures
- d) monitor and review the progress of the school priorities in the school development Plan and OfSTED Action Plan on School Centre and report to Full Governing Body through committee working in accordance with the timetabled meetings and reports
- e) agree the annual pupil performance targets and monitor and review progress
- f) monitor and review pupil attendance
- g) prepare, in partnership with the Headteacher, for an OfSTED inspection
- h) prepare the curriculum policy for children with special educational needs and monitor its implementation
- j) prepare information on school performance for the Annual School Profile
- k) review procedures for parent's complaints
- l) approve off-site visits and activities of more than 24 hours or which involves a hazardous pursuit or journey by air or sea

6. Terms of Reference Pupil & Community

The Committee is delegated to

- a. Monitor and evaluate the appropriate sections of the SEF and make recommendations to the governing body to address any emerging issues.
- b. Monitor and evaluate the race equality policy.
- c. Monitor, evaluate and review the Equal Opportunities, Disability Equality Scheme Policies and the Accessibility Scheme.
- d. Keep under review a behaviour policy and to monitor and evaluate its implementation
- e. Keep under review reports to parents on pupil progress and to ensure that statutory requirements are met.
- f. Seek the views of parents about the school, to present these views to the governing body for comment and action and to report back to parents.
- g. Develop a policy on communications and consultation with parents and to make recommendations to the governing body for its implementation
- h. Consider ways in which home - school links can be further developed and improved and to make appropriate recommendations including the home-school agreement
- i. Draw up and keep under review a policy on attendance and to monitor the implementation and outcomes of the policy
- j. Develop and keep under review a policy on community use of the school and partnership with community groups
- k. Keep under review the extended school offer, including after school clubs , school performances and school journeys
- l. Set up and operate a system of liaison with the pupils and the School Council.
- m. Set up and operate a system of liaison with the PTFA
- n.** Consider recommendations from external reviews of the school, for example, Ofsted inspection or Local Authority review; to agree the actions needed to address any issues identified through external review; and to evaluate regularly the implementation of any plan agreed.

7. Reporting to the Governing Body

At each meeting of the governing body, a brief report shall be presented by the committee.

8. Revision

These powers and responsibilities will be reviewed annually at the Autumn Term meeting of the Governing Body

9. Disputes

Any disputes will be referred to the full governing body

Approved By Full Governing Body on Sept 2009.

Revision Date Jan 2010