

The Vyne Community School

Curriculum & Standards Committee – Terms of Reference 2025/26

The Curriculum & Standards Committee has delegated responsibility for curriculum & standards, safeguarding and pastoral care.

1. Membership

Members will be appointed by the full governing body and consist of:

- No less than 5 governors, including the Headteacher
- Associate Members can be appointed to the committee and be given voting rights.

2. Chair and Vice-Chair of the Committee

The Chair of the Committee shall be elected annually by the committee and must be a governor. The Vice-Chair of the Committee shall be elected annually by the committee and must be a governor.

Neither the Chair or Vice-Chair will be a person employed at the school.

In the absence of the Chair or Vice-Chair, the committee will elect any non-staff member to act as Chair for that meeting.

3. Clerking

Minutes of the meeting will be taken by an appointed clerk. Regulations require the committee to appoint a clerk. In the absence of a clerk, a named person, who can be a governor, but not the Headteacher, will be appointed.

4. Quorum

The quorum for any meeting will always be 3 governors, one of which may be the Headteacher. At least 2 must be non-staff members.

Associate Members and governors who are not elected members of the committee do not count towards a quorum.

5. Meetings and Minutes

Meetings will be held twice per term. All meeting paperwork must be sent to members of the committee at least seven days in advance of the meeting.

All Minutes must be reported to the next governing body meeting to allow discussion and questions of clarification to be asked by other governors.

6. Voting

Any agenda item that requires a decision must be determined by a majority of votes of those governors and Associate Members present and voting. If there are an equal number of votes, the Chair (or the person acting as Chair), provided they are a governor, has a casting vote that they must exercise.

The committee can only vote if the majority of the committee members present are governors. Associate Members may vote at a meeting where they do not outnumber governors.

Where a governor or an Associate Member has a pecuniary interest in a matter, they should declare it at the start of the meeting and should withdraw whilst that item is discussed. Where there is any dispute as to whether a person is required to withdraw from a meeting and not vote, that question must be determined by the other governors present at the meeting.

7. Policy Review

Policies will be reviewed in line with the GB policy review schedule.

CURRICULUM & STANDARDS

Together with the Headteacher, ensure all children have access to a broad and balanced curriculum, which is accessible to all.

- Monitor standards, achievement, attainment and the wider learning experience for all pupils
- Ensure the curriculum prepares pupils for the next stage of their education and reflects the opportunities which will be afforded to them in later life
- Evaluate school data and compare it with county and national data
- Evaluate the school's mid-term data to review progress
- Ensure requirements of vulnerable children are being met (Pupil Premium, FSM, SEND, English as an additional Language, Young Carers and other vulnerable groups as appropriate), review their achievement data and ensure these groups receive a broad and balanced education
- Ensure that the school follows the SEND code of practice
- Analyse findings of reviews by LA advisers and Ofsted inspectors
- Receive feedback on curriculum monitoring taking place in the school
- Consider curricular issues and make recommendations to the Finance & Resources committee or governing body as required
- Ensure the school can demonstrate that their provision for more able learners is having a positive impact on the outcomes for all pupils
- Ensure an accessibility plan is produced every 3 years, outlining how the school will ensure its provision is accessible for pupils with disabilities
- Receive staff presentations as required

SAFEGUARDING

Together with the Headteacher, ensure children's safety at school.

- Monitor Child Protection arrangements
- Ensure governors are kept abreast of changes to legislation
- Monitor safer recruitment and safeguarding procedures in school to include the single central record and a review of DBS procedures via termly visits
- Ensure the school has effective Online Safety arrangements
- Receive an annual report on safeguarding children from the Designated Safeguarding Lead
- Ensure that robust strategies are in place to ensure that pupils can assess and manage risk effectively and keep themselves safe

PASTORAL

Together with the Headteacher, ensure the school meets the personal, social, spiritual, emotional and intellectual needs of every pupil, in order that each might participate fully and gain maximum benefit from everything the school has to offer.

- Promote the well-being of pupils in the school and support community cohesion
- Monitor the effectiveness of the behaviour management policy in promoting good behaviour and respect for others
- Monitor bullying and the effectiveness of the school's actions to prevent and tackle all forms of bullying and harassment, including any relating to prejudice
- Monitor the extent to which pupils enjoy and have a positive attitude to learning and respect for one another and the extent to which pupils contribute to the school and wider community
- Consider the effectiveness of support structures and partnerships in promoting personal development, learning and wellbeing
- Monitor pupil attendance, punctuality, procedures for absent pupils and the impact of the school's strategies to improve behaviour and attendance
- Be responsible for monitoring the overall effectiveness of the school council, assemblies, parent communications and the statutory requirements on a daily act of collective worship

Approved by FGB on