



Terms of Reference for the Curriculum & Monitoring Committee

(agreed at C&M Cttee 12.10.21)

1. MEMBERSHIP

- 1.1 The committee shall consist of not less than five governors
- 1.2 The HT/DHT and other School Staff will be in attendance as relevant to the
- 1.3 Other members of the governing body may attend meetings of the committee and may contribute to discussions on matters under consideration.

2. ELECTION OF CHAIR

- 2.1 The chair of the committee shall be elected annually at the first meeting of the Autumn term.

3. QUORUM

- 3.1 The quorum for each curriculum meeting shall be at least four governors.

4. MEETINGS

- 4.1 The Committee shall meet at least once every half term or more often if required to meet curriculum needs and the monitoring plan.
- 4.2 Members of the committee will receive at least seven days notice of every meeting and at that time will receive any papers to be considered at the meeting.

5. MINUTES

- 5.1 All committee meetings must be minuted. These minutes will be circulated to all members of the Governing Body as soon as they have been drafted.
- 5.2 Minutes from a previous meeting will be formally agreed at the next one.

6. TERMS OF REFERENCE

- 6.1 Ensure link Governors are maintaining their termly links with subject leads and keep the Monitoring plan updated.
- 6.2 Liaise with link governors to assist in the completion of Formal Visits.
- 6.3 Ensure Monitoring Visit reports are completed within 7 days of the Visit. Draft

reports will be reviewed by the Committee and a formal report assessing the impact and actions of these visits reported at the subsequent FGB.

- 6.4 To deliver a broad and balanced curriculum and ensure that the school fulfils any statutory duties in relation to curriculum provision.
- 6.5 To ensure equality of opportunity and support for all students, ensuring that there is appropriate challenge for both More Able and SEND students.
- 6.6 To receive and review recommendations relating to the development and delivery of the Curriculum.
- 6.7 Over the course of a year ensure all subjects are monitored in accordance with the monitoring plan.
- 6.8 To ensure that all Governors complete annual training in at least one area in addition to Safeguarding training. Governors will complete a post training report and this will be forwarded to and reviewed by the committee to ensure the FGB is meeting its statutory responsibilities and knowledge gaps are addressed. Together with the Governor Training Co-ordinator, the committee will ensure a Governor Skills audit is completed bi-annually to identify training opportunities
- 6.9 Together with the Policy Co-ordinator Governor, review on a regular basis the school policies which are the remit of this Committee. The Committee has been delegated responsibility for review of all curriculum related policies, with input from the Subject Lead, and to recommend publication to the FGB. After ratification confirm the policies are uploaded to the web-site
- 6.10 To promote a wide range of extra-curricular activities on and off-site.
- 6.11 To work with, and support, the HTPM panel in compiling evidence as required to support and/or challenge the Headteacher's objectives.