

**ST BERNADETTE'S R.C. J & I (NC) SCHOOL**

**THE CURRICULUM AND STANDARDS COMMITTEE 2022-2023 REPORTING  
BRIEF**

**MEMBERSHIP**

Miss Cowings  
Mrs Winters  
Mr Carroll  
Mrs Wrench  
Mr Lenihan  
Fr Fretch

- 1.1 Membership shall be a minimum of four Governors plus the head teacher (in an advisory capacity)
- 1.2 The Committee can appoint non-voting members when relevant in an advisory capacity.

**QUORUM**

- 2.1 The quorum shall be three governors, one of which must be a non staff member.

**MEETINGS**

- 3.1 The Committee shall meet twice a year or as required and necessary, seven days notice must be given.

**MINUTES**

- 4.1 Minutes will be taken at every meeting
- 4.2 The Chair cannot also take minutes
- 4.3 The minutes will be distributed to all governors
- 4.4 The minutes of this committee maybe withheld until the end of an Appeals Procedure in order to avoid prejudicing a vote.

**CHAIRING**

- 5.1 The Committee shall elect a chair/vice chair annually.

- 5.2 The Chair will be responsible for drawing up the agenda and sending out to committee members at least seven days in advance.

### **REPORTING TO THE GOVERNING BODY**

- 6.1 The Chair will report to the governing body on the main decisions taken and any recommendations which the governing body needs to vote on.

### **AREAS OF RESPONSIBILITY**

- 7.1 The Committee will advise and recommend to the governing body on the School's Curriculum Statement, and their statutory duties regarding the National Curriculum and its assessment arrangements. It is the responsibility of the Committee to ensure that the work undertaken in school reflects the School's Curriculum Statement.
- 7.2 The Committee will monitor and review the school development plan and advise and recommend to the Governing Body the priorities and targets set.
- 7.3 Following the Catholic Ethos of the school, make recommendations to the governing body on the arrangements for collective worship and the provision of religious education.
- 7.4 Following the Catholic Ethos of the school, review the policy and provision of sex education and make recommendations.
- 7.5 Monitor the effectiveness of the Literacy and Numeracy
- 7.6 Approve a curriculum policy for the provision for pupils with special needs.
- 7.7 Review curriculum policies as appropriate.
- 7.8 Consider curriculum related staffing issues and make recommendations to the Governing Body.
- 7.9 Consider complaints relating to the curriculum and advise the governing body when such a situation has occurred.
- 7.10 Review the information about the school's performance.
- 7.11 Approve off-site visits of more than 24 hours.
- 7.12 Any items referred by the main governing body.
- 7.13 Agree to undertake the relevant training to keep up-to-date with the national and local trends and policies.

## **DISPUTE PROCEDURES**

- 8.1 Any significant differences of opinion to be discussed and resolved at a main governing body meeting before proceeding.

## **STANDARD AGENDA ITEMS**

Date of meeting  
Agenda  
Minutes of last meeting  
Matters arising  
Correspondence  
School Development Plan  
SATs review  
Policy reviews  
Staffing/curriculum reviews

NB These terms of reference will be reviewed annually and updated at the end of each academic year for approval by the governing body.

A. Cowings  
October 2022