

LEA Curriculum and Standards Committee Terms of Reference 2024-25

Purpose

To assist the decision making of the governing body, by enabling more detailed consideration of fulfilling the governing body's responsibilities to:

- ensure sound management of the school's curriculum and standards framework, including proper planning, monitoring and governance;
- make appropriate recommendations on such matters to the governing body on a regular basis; and
- refer major issues to the full governing body for ratification.

Terms of Reference

The main responsibilities of the Committee are:

- To determine the curriculum to ensure the school provides a broad and balanced curriculum for all its pupils
- To receive reports and monitor status of any curriculum and standards issues
- To consider, adopt or adapt LA advice on procedures and practice
- To approve the curriculum statement
- To approve the SRE policy
- To approve the Admissions policy
- To review the school Development Plan
- To review the School Self Evaluation (SEF)
- To approve other relevant policies
- To review schools assessment procedures
- To attend training as appropriate
- Liaise and partner with other committees (i.e. Finance, Audit and Resources Committee) where there is an overlap in responsibilities
- Additional items which individual governing bodies may wish to include

Membership

Committees should include the following:

- Edward Chessun – (Staff Governor)
- Fahmida Sultana (Staff Governor)
- Shah Muhmud (Safeguarding Governor)
- Imogen Vining (Chair of C&S)
- Sarah Withers (Governor)
- Ashid Ali (Principal)
- Ashraf Khan – Vice Principal – reporting officer (non voting)
- Dr Abul Ali - Assistant Principal – reporting officer (non voting)

The committee shall consist of four or more people including no fewer than 2 governors not permanently employed by the School and the Principal. Non-governors may be co-opted by the committee but the full governing body must determine their voting rights. The majority of committee members must be members of the governing body and no vote can be taken unless the majority of members present are governors.

Quorum

The quorum shall be a minimum of 3 governors which must include the Principal or delegated Vice Principal and one governor not permanently employed by the school.

Meetings

Meetings should take place at least once a term and otherwise as necessary. Agendas should be discussed and drafted by the Chair and Principal. Any major items must be included on the agenda and not introduced under "Any Other Business" unless the meeting deems it to be extremely urgent.

Minutes

Each meeting shall be minuted by a designated clerk, which shall be circulated to all governors before the next full Governing Body Meeting.

Chair

The Committee shall elect annually a Chair and a Vice-Chair. (The committee may not be chaired by non governors or anyone employed to work at the School)

Key Priorities over the next 12-18 Months

- Review the appropriate sections of the Post Ofsted Inspection Action Plan (POIAP) later replaced by the School Development Plan (SDP)
- Review the appropriate sections of the Schools Self Evaluation Form (SEF)
- Scrutinise progress and attainment of pupils
- Discuss and approve key policies
- Ensure school is Ofsted ready for Good or better
- Review schools systems for reporting pupil progress to parents
- Agree the KPI's for reporting to governors
- Track progress on Independent Governance Review Action Plan as requested by RSC
- Review the quality of education provision through feedback from school leaders