

# **The Cardinal Wiseman Catholic School**

## **CURRICULUM COMMITTEE**

### **Terms of Reference**

**2022/ 2023**

#### **Membership**

1. The Committee shall consist of a minimum of three members nominated by agreement at the Governing Body meeting held in the Autumn Term.
2. Members of the Governing Body not directly in membership with the committee may attend and take full part in the meeting(s).
3. The Chair/Vice Chair of the Governing Body may attend meetings and have equal voting rights with committee members.
4. Quorum to elect Chair to the committee shall be three members of the committee and the Headteacher.
5. Quorum to conduct normal business on behalf of the governing body shall be three members of the committee and the Headteacher.

#### **Meetings**

1. The committee must meet once every term.
2. Agenda and relevant papers should be sent to members 7 days before a scheduled meeting.
3. Meeting notes must be taken.

#### **Alternative Arrangements for Governor Participation at Meetings**

Where a governor is unable to be physically present on the date of the meeting:

1. A governor may participate and vote at meetings by prior arrangement with the Clerk.
2. The school will notify the governor via electronic communication to enable the governor to participate fully at that meeting, including voting on issues.
3. The school will make arrangements for meetings to take place using MS Teams to enable all governors to participate in full.
4. When not in attendance, due regard will be paid to confidentiality and fair and equal contribution to the meeting.
5. If the meeting is to be recorded all this will be agreed prior to the meeting.

#### **Roles and Responsibilities**

1. To elect Chair to the committee at the meeting held in the Autumn term.
2. To nominate a clerk to keep a record of the meeting.

3. To advise the Governing Body on the school's Curriculum Statement and statutory obligations regarding the National Curriculum.
4. With the assistance of the staff, to provide information about how the curriculum is taught, evaluated, resourced and adapted appropriately.
5. To ensure that the School Policies Working Panel carries out its statutory responsibilities:
  - i. To review the policy and provision for collective worship and for religious education and make recommendations.
  - ii. To review the policy and provision for sex education and make recommendations.
6. To contribute towards the School Growth Plan.
7. To agree, monitor and evaluate the National Curriculum budget provision.
8. To review the information about the School Growth Plan.
9. To monitor the academic and pastoral curriculae.

### **Reporting to the Governing Body**

1. The committee meeting notes are to be made available to the full Governing Body.
2. Report all matters that are legal requirements and must be taken to the full Governing Body.
3. Report from the above what it might be necessary / polite / of interest to the full Governing Body.

### **Members Interests**

Any member of the Curriculum Committee who has a direct or indirect pecuniary interest in any matter, which is the subject of consideration by the Committee, shall, at the meeting, disclose the fact and take no further part in the discussion. At the discretion of the committee, the committee member shall leave the meeting.

### **Review**

1. These terms of reference are to be reviewed annually at the first meeting of the committee in the Autumn Term and presented to the Governing Body for approval at their next meeting.
2. These terms of reference will be presented to the full Governing Body for approval at their meeting on 23<sup>rd</sup> March 2023.

*Date for Review by the Curriculum Committee: 15<sup>th</sup> November 2022*

*Date of Next Review: Autumn Term 2023*

Approved By: \_\_\_\_\_  
Chair of Curriculum Committee