

The Cardinal Wiseman Catholic School

CURRICULUM COMMITTEE

Terms of Reference

2014/ 2015

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 via telephone or video conferencing facility, if they have indicated this in advance of the meeting and this facility is available.
2. If a governor participates/votes at meetings but is not in attendance, due regard will be paid to confidentiality and fair and equal contribution to the meeting.
3. The school will make arrangements for the meeting to take place where telephone or any other method of electronic communication will enable a governor to participate fully including vote on issues.

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 approved by the full Governing Body at their meeting to be held on 19th March 2015.

Date for Review by the Curriculum Committee: 20th October 2014

Date of Next Review: Autumn Term 2015

Approved By: _____
Chair of Curriculum Committee