



**HAMPSTEAD PAROCHIAL**  
Church of England Primary School

# Curriculum, Progress & Outcomes Committee

Terms of Reference

Approved by the Governing Body on 17 September 2018

Date of next review is **September 2019**

## Membership

The Committee will comprise of governors and where appropriate associate members, to provide specific expertise and or skills. See Appendix A for voting rights of Associate Members.

## Quorum

The quorum for meetings of the Committee is 3 governors (excluding the Headteacher). The meeting will not take place unless the Headteacher or her/his representative is present.

## Meetings

The Committee will meet at least once per term, in advance of the main governing body meeting, with additional meetings organised as necessary.

## General Responsibilities of the Committee

1. To receive reports from members of staff about matters relating to any of the issues listed in their terms of reference.
2. To contribute to, monitor and evaluate relevant parts of the School Self Evaluation Form, the School Improvement Plan and the policies allocated to it, reporting or making recommendations to the full Governing Body as appropriate.
3. To consider recommendations from relevant external reviews, for example an audit, OFSTED or local authority review; to agree the actions needed to address any issues identified; and to monitor and evaluate regularly the implementation of any plan agreed; reporting or making recommendations to the full Governing Body as appropriate.
4. To consider the views of students when making strategic decisions that will impact on them.
5. To consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies. See Appendix B for information about the General Equality Duty.
6. To take appropriate action on any other relevant matter referred by the governing body.

## Responsibilities delegated to the Committee

- To review, monitor and evaluate the curriculum offer.
- To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable the governing body to fulfil its strategic role. The committee will, in consultation with the Headteacher, involve other senior leaders, as appropriate.
- To contribute to, monitor and evaluate relevant parts of the self-evaluation summary, the school development plan and the policies allocated to them, reporting or making recommendations to the full Governing Body, as appropriate.
- To review school policies when needed, having regard to changes in legislation and any guidance issued by the Secretary of State, reporting to making recommendations to the full Governing Body, as appropriate.
- To Monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.

- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To develop and review policies identified within the School's policy review programme and in accordance with its delegated powers.
- To monitor and evaluate the effectiveness of leadership and management (the Senior Leadership Team and the middle leadership).
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- To monitor and evaluate the impact on students of continuing professional development on improving staff performance.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children and pupil premium) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from relevant external reviews for example audit, OFSTED or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full Governing Body.
- To ensure that all children have equal opportunities.
- To advise the Resources Committee on the relative funding priorities necessary to deliver the curriculum.

Statutory and School Policies to be reviewed by the Curriculum, Progress & Outcomes Committee.

See attached.

## Appendix A – Extracts from the Guide to the Law for School Governors

### Voting rights of associate members

#### **Voting**

79. Every question to be decided at a committee meeting must be determined by a majority of votes of those governors and associate members present and voting. If there is an equal number of votes, the chair (or the person acting as chair), provided that he or she is a governor, has a second (or casting) vote. The committee can only vote if the majority of the committee members present are governors.

#### **Associate members**

80. The governing body can give limited voting rights to associate members on committees at the time of appointment. Associate members cannot be given voting rights if they have not reached the age of 18 at the time of their appointment.

81. Associate members may not vote on any decision concerning admissions, pupil discipline, election or appointment of governors, the budget and financial commitments of the governing body.

## Appendix B – The General Equality Duty

A school must have due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

### **Protected characteristics**

- Age (not pupils)
- Disability
- Ethnicity and race
- Gender
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Religion and belief
- Sexual identity and orientation