



Terms of Reference for the Curriculum and Staffing committee

Lowther Endowed School with Little VIPs

Key Purpose

Holding school leaders to account for the educational performance of the school and its pupils, and the well-being and performance management of staff

Throughout, the term “school” will include governor led Little VIPs Daycare

General Terms

- To act on matters delegated to the committee by the full governing body
- To liaise and consult with other committees where necessary
- To contribute to the School and Little VIPs’ Development Plan and Self-Assessment process
- To consider safeguarding and equalities implications when undertaking all committee functions
- To report back to the full governing body

Quorum

The quorum for meetings and for any votes shall be 3 governors.

Meetings

- The committee shall meet three times in the academic year, once in each full term. Additional meetings may be scheduled where the business or circumstances of the school dictates at any given time.
- The meetings will have a Chair who shall be elected at the first meeting of the academic year.
- Meetings may take place by electronic means or by a mix of face to face and electronic, depending on the availability and preferences of governors.
- Committee meetings will not be open to the public but minutes shall be made available.
- Information relating to a named person or any other matter that the committee considers confidential will be redacted or recorded in Part 2 minutes and such items will not be available for inspection.
- In the absence of the Chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the Clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the head teacher).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in their absence another member of the committee).



- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Curriculum Review

- To review, monitor and evaluate the curriculum offer of the School and Little VIPs
- To contribute to the:
 - o Self-evaluation form,
 - o School Development Plan
 - o Little VIPs Development Plan
- Propose targets for attainment and progress
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the SENCO and an annual report from the SEN governor.
- To ensure disadvantaged groups are identified and strategies put in place to close gaps using the Pupil Premium and/or Catch up funding, monitor progress and report to full governing body
- To ensure that Little VIPs is operated in line with the Early Years Foundation Stage Statutory Framework (EYFS)

Assessment and Evaluation

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) 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 external reviews of the school and Little VIPs (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To advise the finance and premises committee on the relative funding priorities necessary to deliver the curriculum.

Engagement

- To monitor publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of a named coordinator. To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way

Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To ensure that Little VIPs is staffed in accordance with recommended ratios.
- To establish and oversee the operation of the school's Appraisal Policy/Capability Policy- including the arrangements and operation of the school's appraisal procedures for the Head teacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow safeguarding and equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

In addition, any other matters delegated by the full governing body to the committee.

September 2024