



Dry Drayton C.E (C) Primary School

Curriculum and Learning Committee

Terms of Reference 2024 – 2025

1. Areas of responsibility

- 1.1. To ensure that the National Curriculum Early Years Foundation Stage (EYFS) is taught.
- 1.2. To promote high standards of educational achievement for all.
- 1.3. To reflect on past achievements and identify areas for improvement.
- 1.4. To review and monitor all relevant policies and to recommend their adoption to the full Governing Body.

2. Functions

2.1. Decisions taken by the committee must be led by the priorities identified within the School Development Plan (SDP). The main function of the Curriculum and Learning (C&L) Committee will be to challenge and support the Headteacher to promote the best educational outcomes for all children at the school, and to make recommendations to, or act on behalf of, the governing body. This is subject to the following:

- 2.1.1. To ensure that a broad balanced curriculum is delivered to all pupils
- 2.1.2. To monitor standards, achievement and progress of children in the school
- 2.1.3. To identify any areas of concern and receive regular reports in order that sufficient steps are put in place to improve those areas
- 2.1.4. To monitor and reflect on the priorities within the SDP in order to improve standards and children's learning and to make suggestions for future plans
- 2.1.5. To appoint link governors associated with priorities within the SDP
- 2.1.6. For link governors to report on progress made on their appointed area
- 2.1.7. To consider the School Improvement Record (SIR) from the LA and any other reports on the performance of the school
- 2.1.8. To monitor the output of data analysis and receive regular reports on all aspects of

teaching & learning

2.1.9. To ensure that the learning needs of different groups of children are met and that their outcomes are improving, to include

2.1.9.1. The monitoring of the usage and impact of the Pupil Premium

2.1.9.2. The monitoring of the of impact of on-going SEN provision

2.1.10. To make appropriate recommendations on teaching and learning matters to the Governing Body

2.1.11. To monitor the effectiveness of the pupil behaviour and discipline policies

2.1.12. To prepare for an OfSTED inspection in partnership with the Headteacher,

2.1.13. To review procedures for complaints

2.1.14. To monitor and review all policies related to this committee (See Appendix 1)

3. Membership

3.1. The governing body must decide the membership of the committee on an annual basis. Membership shall comprise no fewer than 3 non-staff governors and the Headteacher. The committee shall elect from their number a Chair at the first meeting of each academic year.

4. Quorum

4.1. The quorum shall be 3 members of the C & L Committee, including the Headteacher or Deputy, and Chair or Acting Chair.

5. Working Methods

5.1. There will be a minimum of one meeting per term.

5.2. The Clerk will be responsible for calling the meetings and producing minutes.

5.3. Chair of Committee to agree the agenda for distribution, not less than 7 days before a meeting.

5.4. Minutes will be taken at every meeting and distributed to Committee members and the Clerk to the Governors within a reasonable time.

5.5. Minutes to be available for circulation to all governors (together with a copy for the School) at least 7 days prior to the next meeting of the full Governing Body. Documents or minutes that contain the names of staff and students are kept confidential.

5.6. Care will be taken to handle in confidence matters involving named people who are sensitive or critical or which involve named students or member of staff. A governor who is

employed at the school, other than the Head Teacher, must withdraw from the meeting during such consideration or discussion.

5.7. The Terms of Reference to be reviewed annually at first meeting of academic year.

Appendix 1

This committee will monitor, review and approve the following policies:

Data protection and privacy notices

Complaints

Supporting pupils with medical conditions

Relationships education

School exclusion

Equality information and objectives statement for publication

First aid

Freedom of information publication scheme

Anti-bullying policy

Home/school agreement

The committee will review the following policies and make recommendations to the full governing board:

Admissions

Early Career Teachers

Children with health needs who cannot attend school

Designated teacher for looked-after and previously looked-after children

SEN information report

SEND and inclusion policy

Behaviour