

# AYLSHAM LEARNING FEDERATION

## CURRICULUM, ASSESSMENT AND ATTAINMENT COMMITTEE

### Terms of Reference

The governing board (the GB) has delegated authority to this committee to make firm decisions on matters within its agreed terms of reference and on any other matters the GB may delegate at other times. The GB retains the right to overturn any decision taken by the committee.

#### **Membership**

All governors will be members of the committee but there will be a core group of 5 governors, the Executive Headteacher and the Heads of School; if the Executive Headteacher cannot attend he will nominate a substitute.

The GB shall determine and review annually at the last full meeting of the academic year, the establishment, terms of reference, constitution and membership of the committee.

The GB may appoint Associate Members to the committee who will have the right to vote on committee resolutions in accordance with any restrictions placed upon them by the GB.

The majority of members of the committee shall be governors. A meeting may not proceed where the number of Associate Members present is greater than the number of governors who are committee members.

#### **Chairing**

The GB will appoint a Chair of this committee at its last meeting of the academic year.

#### **Quorum and voting**

The quorum for the committee's meetings will be 3 governors; Associate Members are not counted towards the quorum. Only governors who are members of the committee and Associate Members who are members of the committee may vote on matters considered by the committee.

#### **Attendance**

Members of the committee, the Executive Headteacher and Heads of School and the Clerk to the committee have the right to attend all committee meetings; other governors, members of the Senior Leadership Team(s) and visitors may attend by invitation.

#### **Meetings**

The committee shall meet at least once a term and more frequently if required. Dates for meetings will be agreed at the last meeting of the GB in the academic year. The committee shall not meet without the Executive Headteacher or a substitute nominated by him being present.

## **Clerking**

The GB shall appoint a Clerk to the committee. Committee members but not the Executive Headteacher or the Heads of School may clerk the meeting in the absence of the appointed Clerk.

## **Reporting**

The Chair of the committee (or the Vice Chair in the absence of the Chair) shall report to the GB at its termly meetings on the business of the committee.

## **Terms of Reference**

1. To advise the GB on its statutory obligations regarding the National Curriculum.
2. To consider all policy documents relevant to this committee and to report to the GB on whether they have been adopted.
3. To consider the school(s) improvement and development plan (SIDP) and to advise the GB on curricular issues which may have implications on other committees.
4. With the assistance of staff, to provide information on how the curriculum is taught, evaluated and resourced.
5. To regularly monitor standards of teaching, pupil attainment and achievement, and attendance.
6. To review the policy and provision for Religious Education and the whole school(s) daily act of Collective Worship.
7. To review the policy and provision of sex education.
8. To ensure that the requirements for children with Special Educational Needs and Disabilities (SEND) are met.
9. To ensure that the federation meets the requirements of the Equality Act 2012 and to report on measures taken by the school(s) to ensure that pupils and employees are treated equitably.
10. To contribute to the curriculum component of the School Evaluation Form or post-OFSTED Action Planning, and to monitor its implementation.
11. To receive reports from the Headteacher, Head of School and other staff on the delivery of the National Curriculum, including testing and assessment arrangements, and to review the published information about school(s) performance.
12. To agree the relevant annual Key Stage targets for pupil achievement and report these to the GB.

13. To consider complaints relating specifically to the curriculum and to advise the GB.
14. To attend or commission appropriate governor training.
15. To report to the GB at each of its meetings.
16. To review the School Behaviour and Discipline Policy and make recommendations on changes to the GB.