Terms of reference

GOVERNING BOARD OF BROOKFIELD PRIMARY SCHOOL
Curriculum & Teaching Committee
Purpose: The purpose of this committee is to monitor and support educational, behavioural and pastoral standards.
Membership: The committee shall consist of seven (7) governors, one of whom is the Headteacher. The chair is appointed by the Chair of Governors and Vice-Chair. They must be an individual who is not employed at the school. The Committee Chair is responsible for ensuring that policies that fall under the Curriculum & Teaching Committee remit are reviewed on time. The committee will be able to co-opt such non-voting members as it considers necessary. All members agree to follow the code of conduct agreed at FGB.
Quorum: The quorum shall be three (3) governors, one of whom must be the Headteacher.
Meetings: The committee will meet three (3) times a year. A minimum of two weeks' notice must be given of the date of the next meeting. Members of the committee will undertake training relevant to the business of the committee. Meetings are not open to the public, but any governor has the right to attend any meeting. However, governors can only vote if they are members of the committee. Agenda and papers are made available to governors on GovernorHub at least 1 week in advance of the meeting.

Minutes will be taken by a nominated member of the committee. Minutes are forwarded to the Committee Chair by the person taking notes.

A summary report (oral or written) will be given at FGB by the Chair of the Committee.

Policies and compliance:

The committee will review and ratify all policies and procedures identified in the policy log.

Monitoring:

The committee will be responsible for:

- Teaching, learning, curriculum and homework
- Professional growth and development of staff
- Behaviour including: suspensions, bullying, well-being plans
- SEND
- Pupil Premium
- Children's attendance, health and well-being
- Extra-curricular activities
- Equality, diversity and inclusion
- Questionnaires
- Vision and values
- To consider review and approve all related policies, and to monitor the implementation of these policies
- To monitor, review and measure impact of the School Improvement Plan

Monitoring responsibilities are linked to the school's priorities articulated in the School Development Plan.

Link Governors

Link governors have three (3) meetings a year with the school leaders responsible for their area. These meetings take place in advance of the relevant Committee meeting and notes are taken by the governor. These notes are then shared on GovernorHub in advance of the committee meeting and discussed.

This Committee has appointed Link Governors for:

- Pupil Premium
- Attendance

• Maths • English • Science • PE • Music & Humanities • Anti-Racism Committee	
Approved by the governing board:	**[DATE]**
Adopted by the Curriculum & Teaching Committee:	**[DATE]**
Next review date:	**[DATE]**