

## Curriculum Committee Terms of Reference

<b>Membership: A minimum of three Members</b>
<b>Quorum: not less than three Members</b>
<b>Meetings of Sub-Committees will be held at least three times a year</b>

INDIVIDUAL RESPONSIBILITIES	
Chair's Responsibilities:	Clerk's Responsibilities
To chair meetings	To convene meetings
To set agenda, with reference to the Sub-Committee's terms of reference, and including matters referred by the Trust and the UTC Principal	To send agendas to members at least seven clear days in advance (except when matters require urgent attention, as determined by the chair of the Sub-Committee).
To sign the minutes of the last meeting, when approved by the Sub-Committee	To draw up minutes of the meeting To keep on file signed copies of the minutes
<b>The responsibilities of the Chair and the Clerk must not be carried out by the same person on any Sub-Committee.</b>	

GENERAL RESPONSIBILITIES OF THE SUB-COMMITTEE
<p>The role of the Committee is responsible to the full Governing Board to:</p> <ul style="list-style-type: none"> <li>• Ensure the curriculum and their assessment procedures are carried out</li> <li>• Monitor &amp; review college performance and educational standards in all curriculum areas</li> <li>• Make and maintain a college curriculum policy statement</li> <li>• Determine a policy on sex education in college</li> <li>• Provide religious education</li> <li>• Agree Policy on collective worship</li> <li>• Make provision for children with special educational needs.</li> </ul>

CURRICULUM SUB-COMMITTEE		
Staff employed by the trust may be members of a combined finance and audit committee but should not participate as members when audit matters are discussed; they may remain in attendance to provide information and participate in discussions.		
MEMBERS	Type of Member / Non-Member	Voting Rights Yes or No
Vice Principal	Member	Yes
MIS/Exam Manager	Non-Member	No
Staff Governor	Member	Yes
Kevin Deadman	Member	Yes
Chris White	Member	Yes
John Clark	Member	Yes
Mike Lawson	Member	Yes

1. Advise the Governing Board on the college curriculum statement
2. Ensure the college has effective self-evaluation procedures and these are used to advise the Committee on college performance and student progress.
3. Make recommendations for updating the College Improvement Plan and ensure it is designed to deliver the curriculum requirements in line with the college curriculum statement
4. Ensure curriculum assessment procedures are carried out and results made available as required
5. Review the general policy for meeting special educational needs and make recommendations to the Governing Board
6. Monitor the effectiveness of the college's curriculum policies as summarised in the Policy Review List and review them in the required timescales
7. Provide written information about the college curriculum statement, sex education policy and special educational needs policy, for distribution on request and for inclusion in the college prospectus and governor's annual report to parents
8. Consider and give advice on any matter involving the curriculum referred to it by the Governing Board
9. See and review data on Student progress on a half-termly basis.
10. Undertake training to ensure they have required skills to fulfil their roles
11. Review whether to provide sex education in college, and if so what its content should be, and make recommendations to the Governing Board
12. Ensure college provides religious education and daily collective worship
13. Ensure the college provides Drugs education
14. Advise the Governing Board on receipt of any LA statement which names the college
15. Set college targets for Year groups at KS4 & KS5.
16. Monitor student progress in all year groups and understand interventions which support this work
17. Receive reports on Pastoral Care & Attendance
18. Ensure rigorous procedures are in place for the monitoring of teaching and learning.

#### **Delegation**

The committee has delegated powers and will make decisions on all the above matters (points 1 to 8) on behalf of the Governing Board. The Committee will provide a set of minutes including a summary of those decisions and recommendations to the Governing Board after each meeting.

The committee will make recommendations on all other matters to the Governing Board.

#### **Reporting**

The committee will make minutes of all its meetings available to the Clerk of the Governors for circulation with the next Governing Board papers. The committee will make recommendations to the Governing Board when necessary and will report generally on the progress of its work. Link governors will be made aware of relevant policy discussion, may attend meetings and/or be sent a summary of decisions made.

#### **Review**

- The terms of reference will be reviewed annually, during the autumn term.
- The next scheduled review date is October 2021.

Adopted by the Governing Board of Scarborough UTC	
Date of Review	