



## **The Lune Valley Federation of Leck St Peter's & Hornby St Margaret's C.E. Primary Schools**

### **Terms of reference for the Curriculum and Admissions Committee**

#### **Membership**

The Committee shall consist of at least 4 members of the governing body. The Headteacher is a member of the Committee.

The committee will elect a chair from within its own membership.

Non-voting participants may be invited to meetings by the committee as and when required.

The committee shall have such co-opted, non-voting members as the governing body shall appoint. The committee may make recommendations for these appointments.

The membership of the committee shall be reviewed and determined annually by the governing body.

#### **Quorum**

The quorum shall be 3 members, including the headteacher, but excluding any co-opted non-voting members.

#### **Meetings**

The Chairman shall be responsible for convening meetings of the committee. Procedures of any meetings held must be minuted and these minutes presented for the next meeting of the governing body.

The committee shall meet at least once a term and otherwise as required.

#### **Responsibilities**

The main function of the committee is to advise the headteacher and governing body on matters concerning the school curriculum, in particular:

1. To ensure that the curriculum provided meets the statutory requirements, including those for reporting.
2. To review the aims of the school curriculum in relation to the current statutory requirements, including those for Religious Education, Collective Worship and Sex Education.
3. To advise on ways in which governors can be involved in curriculum aspects of the School Improvement Plan.
4. To prepare or review any curriculum policy document which is the responsibility of the committee.
5. To make recommendations to the governing body on assessment policies, or arrangements.

6. To consider all the available data provided by the school and the local authority.
7. To monitor pupil progress with specific reference to particular groups.
8. To monitor the impact of curriculum policies and planning on students' learning.
9. To receive reports from the nominated governors, as decided by the whole governing body.
10. To be mindful of the requirements of the Equalities Act.
11. To maintain an overview of admissions including monitoring interest in the school.
12. To review, amend and act upon, where necessary, the school's Admission policy.
13. To receive and consider any appeals for admission

Signed.....

Date.....

Chair of the Curriculum & Admissions Committee