

**ROXETH PRIMARY SCHOOL
TERMS OF REFERENCE FOR THE
CURRICULUM, CHILDREN, FAMILIES AND COMMUNITY COMMITTEE
OF THE GOVERNING BODY (CCFCC)
September 2024**

Introduction and Purpose

This Committee will be known as the Curriculum, Children, Families and Community Committee.

The main purpose of the committee will be:

- ◆ to establish and implement an annual monitoring and evaluation plan reviewing key aspects relating to the school curriculum, children, families and community in liaison with the Head Teacher.
- ◆ to develop policies and plans to enable the school to achieve the *very best outcome for each child*.
- ◆ to review staff and self evaluation reports at regular intervals and assess successes and key opportunities for improvement, making recommendations to the full governing body
- ◆ to ensure that sound systems are in place for assessment, monitoring and reporting standards & data
- ◆ to review progress of the committee annually and identify areas for training and improvement

Membership

Membership of the Committee will be as determined by the full Governing Body, and a quorum for any meeting will be three voting members of the committee (i.e. governors). It will be for the Governing Body to determine whether non-governors appointed to the committee are given a vote. Meetings of the committee will be open to other governors of the school to attend, but only those appointed to membership of the committee will have voting rights.

The committee will elect a Chair person at its first meeting each autumn term. In the event of no Chairperson being appointed the Governing Body will make that appointment. No member of this committee who is an employee at the school will be eligible to stand for the position of Chairperson

Meetings, Agendas and Minutes

The Chairperson of the Committee, in discussion with the Head teacher and the Clerk to governors will determine the agenda, although it will be open to all governors to request that items be placed on the agenda. The Clerk to Governors will ensure that the agendas are sent to all members of the committee at least seven days in advance of the meeting. S/he will attend to take minutes, which will be circulated to all governors once the committee chair has approved them. Confidential items will be minuted separately and confidential minutes will not be available for public inspection.

The Committee will usually meet termly and at other times as the need arises.

Reporting Requirements

The Chairperson of the Committee will be responsible for reporting back to the full governors meeting on the work of the committee.

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In conjunction with the school's 'Monitoring and Evaluation policy', to establish and implement an annual monitoring and evaluation plan reviewing progress and documentation in the *SIP* and OFSTED framework guidelines of key aspects relating to the school curriculum, children, families and community and to report regularly on these to the full Governing Body.

Curriculum

1. To review pupil achievement (attainment, progress and quality) and enjoyment of learning, ensuring that differentiation of learning and support is provided for all children as appropriate.
2. To review the effectiveness of teaching and learning and the effectiveness of the leadership and management in driving improvement.
3. To review the school's curriculum statement and curriculum on a regular basis to ensure that it complies with the National Curriculum.
4. To ensure that as part of the school's overall curriculum policy, policies and guidelines are produced for all key areas of the curriculum and Statutory Policies agreed by the committee.
5. To ensure that all aspects of the curriculum comply with the school's equal opportunities policy, with equal opportunities legislation and to ensure the governor's responsibility to promote disability equality is fulfilled.
6. To keep up to date with the OFSTED framework guidelines.
7. In particular, to keep under review policy, practice and effectiveness in the following areas and to receive regular reports from the designated Link governors and staff:
 - a. Subject and aspects, ensuring that arrangements are in place to enable the school to meet its targets.
 - b. Published data to enable Governors to monitor overall progress in the school.
 - c. To ensure there is a daily act of worship and that parents/carers are aware of their right to withdraw.

Children, Families and Communities

1. To review key aspects relating to pupils':
 - Safeguarding, safety and behaviour
 - attendance and punctuality
 - adoption of healthier lifestyles
 - contribution to the school and the wider community
 - skill development contributing to their future economic well being
2. To review the effectiveness of care, guidance and support to pupils and parents/carers through curriculum linked governors.

3. To review the effectiveness of the engagement with parents / carers and that the school prospectus and school profile is reviewed annually and is available on the school website.

4. To review the effectiveness of engagement and partnerships with the local community and the extended school and community cohesion agendas; through regular report from Extended Schools coordinator and in Head Teachers report at full Governing Body meetings.

5. To ensure that the Governing Body has the relevant complaints and appeals procedures in place and to respond to any complaints in accordance with it.

6. In particular to keep under review policy, practice and effectiveness in the following areas and to receive regular reports from the designated Curriculum Linked Governors and staff on:

- special educational needs, ensuring compliance with the code of practice and that the individual requirements of pupils with such needs are met.

These Terms of Reference were reviewed on 9th October 2024 and they will be reviewed in the first CCFC meeting of Autumn Term 2025.