

Hove Learning Federation

Curriculum & Inclusion Committee

Terms of Reference

Reviewed: Sep 2021

Review: Autumn 2022

	Governor Name	Governor Role
1	David Karp	Curriculum & Inclusion Committee Chair
2	Abby Hedger-Jones	Curriculum & Inclusion Committee Vice Chair EYFS Link Governor
3	Anne-Marie Williamson	DA/EAL/PP Link Governor
4	Ben Massey	Committee Member
5	Clare Moonan	Committee Member
6	Louise Wilkinson	Committee Member
7	Marie Benton	Committee Member
8	Maddie Southern	Headteacher - HJS
9	Wendy Harkness	Headteacher - WHIS

Chair	David Karp
Vice Chair	Abby Hedger-Jones
Senior Clerk	Chelle McCann

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To agree strategic targets for relevant sections of the School Development/Improvement Plan.
- To monitor the implementation and impact of relevant sections of the School Development/Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Membership

- Membership shall consist of not less than four Governors, including the Headteacher or their representative.
- 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 Committee shall elect a Chair and Vice Chair from their number at the beginning of each academic year.

Quorum

- A minimum of 50% of committee members is needed for the meeting to be quorate.

Meetings

- Committee meetings will normally be held once per term.
- The Committee meetings will not be open to the public, but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- The committee should elect a chair and deputy chair by majority vote, whenever there is a vacancy. The term of the chair and deputy chair will run until the first committee meeting of the next school year.
- In the absence of the chair and deputy chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk, the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).
- The draft minutes of each meeting will be circulated with the agenda, by the clerk, for the next ordinary meeting of the full governing body – and will be presented at that meeting by the chair.
- The draft minutes of each meeting will be circulated by the clerk at least one week before the next committee meeting, for approval by the committee.
- Any decisions taken must be determined by a majority of votes of committee members present and voting. In the event of a tie, the chair of the meeting will have a casting vote.

Curriculum planning and delivery

- To review, monitor and evaluate the curriculum offer.
- To ensure that the curriculum is broad, balanced, relevant and creative - and that any statutory requirements are met.
- To ensure that the curriculum is inclusive.
- To ensure that the requirements of children with special needs are met, as laid out in the SEND Code of Practice. To receive regular SEND reports from the headteacher/SENCO and an annual report from the SEND link governor.
- To review the impact that Pupil Premium resources are having on the intended pupils.
- To ensure that technology is being used effectively and appropriately to promote learning and progress.
- To develop and review the schools' Curriculum Policy and to ensure that this policy is operating effectively.
- To advise the Finance & Leadership committee on the relative funding priorities necessary to deliver the curriculum.

Assessment and improvement

- To ensure that the schools are setting realistic and challenging targets for the progress of all pupils.
- To monitor and evaluate the impact of quality of teaching on pupil progress and standards of achievement.
- To ensure that the schools are working actively to close any attainment gaps that exist between different pupil groups.
- To set priorities for improvement, and monitor and evaluate the impact of action plans which relate to the committee's area of operation, including:
 - assessment and progress/attainment
 - curriculum planning and delivery
 - pastoral care
 - personal development of pupils

- To monitor and evaluate provision for all groups of vulnerable or disadvantaged children, to ensure that their needs have been identified and addressed, and to evaluate their progress, achievement and engagement.
- To develop and review the schools' Assessment Policy to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the schools (e.g. Ofsted, local school improvement advisers, peer reviews), agree actions as a result of these reviews, and evaluate regularly their implementation.
- To ensure that all children have equal opportunities.

Engagement

- To identify and celebrate pupil achievements.
- To gather pupil voice, and to ensure that appropriate actions are taken in response.
- To ensure that the schools are engaging appropriately with parents and carers in relation to teaching, learning, curriculum delivery and inclusion.
- To monitor arrangements for educational visits.
- To ensure that the schools identify and celebrate their strengths.

Miscellaneous

- To ensure that the Early Years Foundation Stage meets all statutory requirements and follows current best practice.
- To develop and review all policies delegated to this committee, for recommendation to the Full Governing Body.
- To review and verify appropriate sections of the schools' self-evaluation documentation, including being involved in the collection of evidence where appropriate.
- To set and review governor monitoring arrangements in the following areas:
 - Assessment
 - Curriculum
 - Disadvantaged/EAL and Pupil Premium
 - Early Years
 - Personal Development
 - SEND