

TERMS OF REFERENCE
Governors' Curriculum & Staffing
Committee

Bromley Heath Infant School

1. The membership shall consist of five governors, one of whom shall be the Deputy Headteacher or a member of the senior management team.
2. Three Members must be present for the business to be conducted.
3. Meetings will be held at least three times per year but may be more frequent if agreed by members.
4. A chair person will be elected at the beginning of each academic year.
5. Each governor with the exception of the Deputy Headteacher and Chair of the Committee will take minutes on a rota basis and will circulate them prior to the next meeting.
6. The purpose of the committee is as follows;-

Staffing – Main Functions

- To receive comment on and initiate appropriate action in respect of Local Authority, Department for Children, Schools and Families and other documents on staffing issues.
- To make recommendations, after consultation with HT, to the governing body in respect of staffing levels and structure.
- To determine the duties of all posts and to ensure that job descriptions are issued and reviewed regularly.
- To be consulted and involved in, selection and appointment process for vacant posts, including internal appointments, although other governors may be involved as needed.

Curriculum and standards

- To ensure that the curriculum influences all governing body and other committee decisions
 - To monitor the implementation and review of relevant school policies.

- To receive regular reports from curriculum leaders and advise the Governing Body on the delivery of the National Curriculum and the Early Years Foundation Stage Curriculum.
- To be aware of the assessment and testing arrangements, including target Setting systems within the school.
- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policies.

Quality of Provision

- To consider and advise the governing body on how the Headteacher and the staff monitor the quality of teaching and learning.
- To be aware of how the HT and staff ensure the curriculum and other activities meet the range of needs and interests of the pupils.
- To ensure that all teachers are properly involved in Continuing Professional Development.

School Evaluation

All of the above areas will contribute to the updating and monitoring of the SEF

7. The minutes of each meeting will be circulated to Curriculum & Staffing Committee members within 14 days via e-mail. The minutes will also be kept in the Governor's Curriculum & Staffing Committee file on the admin drive.
8. All minutes of the Curriculum & Staffing Committee will be reported to the full Governing Body.
9. The terms of reference for the Curriculum & Staffing Committee will be reviewed at the start of every academic year. The review will be by the Curriculum & Staffing Committee.

Policy Agreed by the Curriculum and Staffing Committee: _____Date

Review Date: September 2010

Sept 11✓

Sept 12✓

Sept 13✓

Sept 14✓

Sept 15✓

Dec 16