BRIDGETOWN PRIMARY SCHOOL GOVERNING BODY

CURRICULUM & STANDARDS COMMITTEE

Terms of Reference

1. Constitution

The Bridgetown Primary School Curriculum & Standard Committee was established by a resolution of the Board on 11th July 2022. The Terms of Reference was last reviewed for approval by the Board on 21/09/2026.

2. Committee objectives

The committee was created in order for the Governing body to get an insight on the school curriculum and how it is articulated to support all pupils learning journey and progress.
The committee will also look at standards in order to assess the school and pupils' performance as a result of the curriculum roll out.
This will also help FGB to:

- Understand and monitor the attainment data for the school in regards of national results.
- Monitor BPS pupils progress over the academic year and throughout the pupils' journey over their primary school journey.
- Review the curriculum offering to monitor that all pupils are offered a rich and engaging curriculum, which provides the knowledge, skills and personal qualities needed for them to achieve their full potential.
- Examine subject development, the impact of interventions and removing barriers to learning and success.

3. Membership

3.1. The Committee members for each meeting will be self-selecting members of the Board and shall normally consist of no less than Four Governors.
3.2. The membership of the Committee shall be reviewed by the Full Governing Body on an annual basis.
3.3. The Chair of the Committee shall be appointed by the Board of Governors. In the absence of the Committee Chair, the remaining members present shall elect one of themselves to chair the meeting.
3.4.The Governor Chair or one the Co-Vice Chair will attend the meeting.
3.5. The presence of the Head Teacher is not required to run the Curriculum & Standard committee. The Deputy Headteacher, KS1 and KS2 leaders will represent the school and presents insight and data to the committee. However, HT and subject leaders can attend where needed or desired.

4. Quorum

A quorum shall be three governors who are attending the meeting.

5. Attendance at Meetings

No one other than the Committee Chair and self-selecting governors are expected to attend meetings of the Committee, unless at the invitation of the Chair. Please see point 3.5 above.

6. Frequency of Meetings

Meetings shall be held once every term, or more frequently as circumstances require.

7. Authority

The Committee is authorised by the Board to seek external professional advice on any matters within its Terms of Reference, within any budgetary restraints imposed by the Board.

8. Responsibilities

The responsibilities of the Committee are set out below.

The Committee shall: -

- Act on matters delegated by the full governing body.
- Liaise and consult with other committees where necessary.
- Contribute to the Learning Improvement Plan.
- Consider safeguarding and equalities implications when undertaking all committee functions.

In relation to the Board and its Committees

Meetings Governance

- The Committee meetings will not be open to the public, but minutes shall be made available upon request.
- Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- The committee shall choose a clerk for that meeting from among their number as there will be no clerk to take minutes for this committee. This can be reviewed at later stage if presence of a clerk is proven necessary.
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Current targets for School improvement relating to Curriculum and Standards

- **Key Priority 1:** Ensure all teachers use consistent teaching and assessment strategies
- **Key Priority 2:** Increase writing outcomes across the school

Curriculum Planning and Delivery

- To review, monitor and evaluate the curriculum offer
- Examine subject development, the impact of interventions and removing barriers to learning and success.
- To recommend for approval to the FGB Items relevant to the curriculum, pupil attainment and progress.

Assessment and Improvement

- To understand/ assess curriculum roll out within all year group to support learning and progress.
- To assess curriculum tailoring within all students to support learning and progress for all pupils (e.g. Boys/ Girls, SEN, PP).
- To review school data termly to understand school performance and progress.

- To meet with appointed governor (e.g. linked governor) and provide them with the information they need to perform their duties.
- To support the school to maintain effective policies in relation to curriculum and standards.

Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school in regard to roll out the curriculum.
- To support the school in identifying relevant training opportunities for staff that may arise through discussion and feedback within the Committee meetings.
- In accordance with the framework set out by the Governing Body, annually review the structure, size and composition (including the skills, knowledge, experience and diversity) of the Curriculum & Standards Committee and make recommendations to the Governing Body with regards to changes.

9. Other Matters

The Committee shall:
9.1 Have access to sufficient resources in order to carry out its duties, including access to external advisers.
9.2 Ensure that appropriate and timely training is provided, both in the form of an induction programme for new members and on an ongoing basis for all members.
9.3 Give due consideration to laws and regulations, as appropriate.
9.4 Ensure there is regular review of its performance and Terms of Reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary for approval by the Governing Body. The committee evaluation should cover the committee's interaction with other committees; and
9.5 In order to support the Committee in discharging its responsibilities in accordance with these Terms of Reference, maintain and regularly review the annual schedule of agenda items.

10. Reporting Responsibilities

The Committee shall:
10.1 Ensure that sufficient information is made available to the Governing Body.
10.2 The Committee Chair shall report to the Governing Body on its proceedings after each meeting on all matters within its duties and responsibilities.
10.3 Make available its terms of reference explaining its role and the authority delegated by the Governing Body.

Version control			
Version	**Author**	**Date**	**Changes**
0	Chair of Governors	11/07/2022	First Terms of Reference
1	Chair of Governors	16/09/2024	Reviewed and updated
2	Lynne Ballinger	24/11/2025	For review and approval by the board. *Reviewed and approved*
3	Chair of Governors	21/09/2026	Updated, reviewed and approved by the board