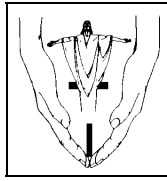


THE DIOCESE OF BRENTWOOD



HOLY CROSS CATHOLIC PRIMARY ACADEMY
Tracyes Road · Southern Way · Harlow · Essex · CM18 6JJ
Tel: 01279 424452 · Fax: 01279 421168
Email: admin@holycross-pri.essex.sch.uk
Head Teacher: Mrs A Kerrell

CURRICULUM COMMITTEE

TERMS OF REFERENCE

November 2022

Delegation of Function

The Governing Body shall establish a Curriculum Committee who will be responsible for curriculum requirements and pupil discipline. It will also assist the Head teacher and staff in maintaining and developing the curriculum.

Membership

The Committee will consist of at least 5 members of the Governing Body including the Head Teacher and Chair of the Governing Body.

Quorum

A minimum of three Committee members, one of who is not the Head Teacher.

Role of the Committee

1. To ensure the school is meeting the requirements of the National Curriculum
2. To monitor the assessment arrangements for pupils at the end of Key Stage 2
3. To monitor and review when appropriate and make recommendations for their adoption to the Governing Body on
 - The Schools Curriculum Statement
 - The Provision for Religious Education and collective worship
 - The Sex education policy
 - To produce and review the Prospectus annually
4. To monitor the School's curriculum and other related areas in conjunction with the Head teacher and teaching staff.
5. To produce and maintain policy documents which cover the delivery of the curriculum and the methods adopted for teaching and learning within the school
6. To make recommendations on and monitor the progress against the SDP School Development Plan.
7. To deal with any matters the Governing Body may refer to the Committee.

Pupil Related Committee

This Committee shall consist of four members of the Governing Body, none of whom shall be the Head teacher to deal with exclusions. Three members shall be appointed to deal with admissions.

Meetings

The committee chair and Vice Chair will be elected in the autumn term. Committee meetings will be held on as required basis, and at least once per term in consultation with the Head teacher with a minimum of one week's notice to members. The Clerk to the Governing Body will make a record of all proceedings at each meeting. Draft minutes are to be presented to the Chair for approval within 7 days of the meeting. Once approved the minutes will be circulated to all Governors and considered at the next Governing Body meeting.

Any matters that may be in conflict with the work of another committee must be referred to the Governing Body. The Committee will liaise with such other committees and invite members of other committees to attend its meetings as should be deemed appropriate.

Meetings can be conducted virtually, via Zoom or Teams.

Annual Review

These Terms of Reference will be reviewed annually and confirmed by the Governing Body in the Autumn Term.

These terms of Reference were approved by the Governing Body on 22nd November 2022

Chair of Governors

Date 22/11/2022

Chair of Committee

Date 22/11/2022