

Staffing, Curriculum and Standards Committee

Terms of Reference

Elect Chair (if delegated by the full governing body)

Staffing:

- Carry out an annual review of the staffing structure in consultation with the Headteacher and Finance and Premises Committee.
- Ensure the school is sufficiently staffed to fulfil the effective operation of the school and the School Improvement Plan (SIP).
- Oversee the recruitment and selection procedures for all staff.
- Make recommendations to the Finance and Premises Committee on personnel related expenditure.
- Develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. Appraisal , Whistleblowing, Recruitment and Selection).
- Keep under review work/life balance, working conditions and well-being; including monitoring attendance management.
- Review the Single Central record to ensure compliance with the current statutory guidance.
- Approve the staff Code of Conduct and ensure all staff are aware.

Curriculum planning and delivery:

- Review, monitor and evaluate the curriculum offer.
- Contribute to the development and planning of the Self Evaluation Form, School Improvement Plan and targets for school improvement.
- Develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and behaviour).
- Ensure that the school's policy on SEND is consistent with the Code of Practice and Equalities Act and receive termly reports from the Headteacher/SENDCO and an annual report from the SEND Governor.
- Ensure the SEND policy is monitored and reviewed regularly and that the policy is known to parents/carers.
- Ensure the school complies with the provisions of the Equalities Act 2010.
- Where necessary, ensure that all pupils have access to careers advice.

Assessment and improvement:

- Monitor and evaluate the effectiveness of leadership and management.
- Monitor and evaluate the quality of teaching and learning and the impact on rates of pupil progress and standards of achievement.
- Monitor and evaluate the impact of continuing professional development on improving staff performance.
- Receive pupil progress and achievement data; monitor and evaluate rates of progress and standards of achievement against agreed targets for all pupils and groups of pupils.
- Monitor and evaluate provision for all groups of vulnerable pupils and ensure their needs have been identified and met.
- Monitor and review the impact of Pupil Premium, Sports Premium and Early Years Premium.
- Monitor and review pupil attendance data against attendance targets.

- Monitor and review pupil exclusion information.
- Set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- Regularly review the Assessment Policy and ensure the policy is operating effectively.
- Ensure the school is fulfilling its responsibilities regarding child protection and the requirements of Keeping Children Safe in Education.
- Receive reports from external sources and agree actions to address recommendations; monitor and evaluate progress made.
- Ensure all children have equal opportunities.
- Ensure safeguarding policies are adhered to; monitor and review all safeguarding policies/procedures in school.
- Advise the Finance and Premises Committee on the relative funding priorities necessary to deliver the curriculum.
- Monitor pupils' attitudes, values and development of other personal qualities within the school through the provision of RE and PSHCE. Ensure parents are informed of their right to withdraw their child.
- Consider representations from parents/carers in the case of fixed term exclusions in line with statutory guidance.
- Consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed term exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination in line with statutory guidance.

Engagement:

- Monitor the school's publicity, public presentation and relationships with parents/carers and the wider community.
- Identify and celebrate pupil achievements.
- Oversee and monitor arrangements for out of hours provision, extra-curricular activities and educational visits including overnight stays.
- Ensure that adequate provision is made for pupil transition.
- Ensure all statutory requirements for reporting and publishing information are met.
- Review and monitor the school's website to ensure that it is accessible and fully compliant with current DfE requirements.
- Ensure the school works well with its community, parents and other schools.

Meetings: at least termly

Quorum: 3

Disqualifications: Where there may be a conflict of a pecuniary interest; any Governor whose spouse/partner is involved; prior knowledge; any Governor whose child is involved.

Delegation to the Headteacher

School Staffing (England) regulations 2009

The Governing Body can delegate the power to appoint outside the leadership group to:

- The Headteacher
- One or more Governors with the right of the Headteacher to advise
- One or more Governors and the Headteacher

Appointments

Governing Body delegates to the Headteacher responsibility for the appointment of:

- Permanent teaching staff posts
- Permanent support staff posts
- Temporary staff

Dismissals

Governing Body delegates to the Headteacher responsibility up to and including first written warning:

- All staff other than the Headteacher
- Headteacher to a committee of the Governing Body