



Diocese of Norwich
Education and
Academies Trust

DIOCESE OF NORWICH EDUCATION & ACADEMIES TRUST

LOCAL GOVERNING BODY STANDARDS & CURRICULUM COMMITTEE

TERMS OF REFERENCE

Date Created:	September 2017
Date Last Reviewed:	August 2020
Date Adopted by LGB:	Autumn 2020

1 Purpose

To assist the decision making of the Local Governing Body (LGB) by enabling more detailed consideration to be given to the best means of fulfilling the LGB's responsibility regarding curriculum planning and delivery, assessment and improvement, engagement and safeguarding including proper planning, monitoring and probity as set out in the Scheme of Delegation.

To make appropriate comments and recommendations on such matters to the Local Governing Body on a regular basis.

Major issues will be referred to the full Local Governing Body for ratification.

2 Membership

The Committee shall comprise of at least 3 Governors at least one of whom has specific, relevant skills and experience.

The Committee may have in addition such non-voting members as the Local Governing Body shall appoint with the approval of the Trust.

The Local Governing Body or the Trust may remove or replace a member of the Committee at any time.

3 Quorum

The quorum shall be three Governors or 1/3 rounded up, whichever is the greater.

4 Meetings

4.1 Frequency

The Committee shall meet in accordance with the Trust Governance Framework. 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.

4.2 Chairing

The Full LGB will appoint a Committee Chair at either the least meeting held in the previous academic year or at its first meeting held in the Autumn Term. The Staff Governor may not hold the position of Chair.

4.3 Clerking

The Local Governing Body should appoint a clerk to the committee to ensure that accurate minutes of the meeting are taken. 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 Clerk to the committee will upload the agenda and supporting papers to the relevant folder on GovernorHub no less than 7 days prior to the meeting date.

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).

4.4 *Voting*

All members of the Committee may vote at committee meetings.

4.5 *Declarations of Pecuniary and Personal Interests*

Trustees should ensure that any pecuniary or conflicts of interest are declared at each meeting by everyone present.

4.6 *Frequency of review and approval of Terms of Reference*

The Terms of Reference will be reviewed by the Head of Governance on an annual basis. Changes (other than annual revision of dates) will be approved by the Trust Board. The Terms of Reference will be issued to the LGB annually for them to adopt.

4.7 *Frequency and scope of self-assessment*

The work of the Committee will be reviewed annually in the summer term via Annual LGB Self-Assessment.

5 Delegated Powers

5.1 The Committee shall act in accordance with the responsibilities delegated to it under the Scheme of Delegation (see Appendix 1 below).

5.2 The Committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including members of Academy staff or other governors.

6 Key Responsibilities

To take a strategic role in ensuring that the school provides high quality teaching and learning which leads to the highest possible levels of attainment and progress for all pupils, in line with delegated responsibilities from the Trust Board.

7 Key Tasks

7.1 *Curriculum planning and delivery*

- Plan schedule for development, review, monitoring and evaluation of non-core policies for Teaching and Learning, including but not exclusively:
 - Curriculum and Planning Policy (including how it relates to the mission statement, values and aims)
 - Assessment Policy
 - Marking Policy
 - Home Learning Policy
 - Behaviour Policy

- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENDCO and an annual report from the SEND governor.
- Approve the Behaviour Policy

7.2 *Assessment and improvement*

- Receive verbal report (via Chair of Governors/Headteacher) from termly AIR meeting regarding standards and improvement, and current risk rating, feedback from RSG meetings and AGEP records of visit in order to:
 - monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
 - monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.
- To monitor the Pupil Premium strategy and its impact.
- To monitor the Sports Premium strategy and its impact.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision including but not exclusively SEND, English, Maths. To receive termly reports from them and advise the Governing body.
- To ensure that the Assessment Policy is operating effectively (via monitoring visits).
- To consider recommendations from external reviews of the academy (e.g. Ofsted or Academy Effectiveness Review), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To advise the Resources Committee on the relative funding priorities necessary to deliver the curriculum.

7.3 *Engagement*

- To oversee arrangements for educational visits, including the appointment of a named co-ordinator and the rationale for the range of educational visits on offer.
- Receive annual report from Educational Visits Co-ordinator (EVC) on the impact of visits on pupil outcomes.

- To ensure all statutory requirements for reporting and publishing information are met and the academy website content is fully compliant and presented in an accessible way.
- To decide to offer additional activities and what form these should take.

7.4 *Safeguarding*

- Monitor and review the Safeguarding Policy.
- Complete the annual Self-Assessment Review of Safeguarding with particular focus on anti-bullying and cyber bullying.
- To monitor the completion of the Single Central Record (including Safer Recruitment monitoring).
- Approve Risk Assessments for educational visits and curriculum areas.
- Review attendance of pupils with less than 90% and persistent absentees.

8 Methodology

Responsibilities in red text may be delegated differently based on the DNEAT risk rating process or where the Trust has identified areas of concern.

WHEN	ACTION	SOD REF NO
Autumn-1	Agree plan for presentations from Senior/curriculum champions linked to school priorities to the LGB and sub-committees (data emphasis)	
Autumn-1	Receive presentation from Senior/curriculum champions related to Single Change Plan and Standards	
Autumn-1	Receive report from RSE lead regarding embedding requirements of Relationships, Relationships and Sex and Health Education (RSE) legislation	
Autumn-1	To consider recommendations from external reviews of the academy (e.g. Ofsted or Academy Effectiveness Review or DfE visit letter), agree actions as a result of reviews and evaluate regularly the implementation of the plan	
Autumn-1	Receive report from AIR meeting regarding standards and improvement and current risk rating and feedback from external visits	41, 43, 56
Autumn-1	Report from Safeguarding Governor to include their check on Single Central Record for amendments each term (including Safer Recruitment check)	106
Autumn-1	Annual Self-Assessment Review of Safeguarding with particular focus on anti-bullying and cyber bullying	106
Autumn-1	Receive Risk Assessments for educational visits and curriculum areas	
Autumn-1	Plan schedule for non-core policies for Teaching and Learning (Curriculum and Planning, Assessment and Marking, Home Learning)	
Autumn-1	Develop a plan for monitoring visits for member of S&C Committee in conjunction with Operational Overview	
Autumn-1	Approve the Behaviour Policy	57
Spring-1	Receive presentation from Senior/curriculum leaders related to Pupil Premium strategy and impact	
Spring-1	Receive report from AIR meeting regarding standards and improvement and current risk rating and feedback from external visits	41, 43, 56
Spring-1	To consider recommendations from external reviews of the academy (e.g. Ofsted or Academy Effectiveness Review or DfE visit letter), agree actions as a result of reviews and evaluate regularly the implementation of the plan	
Spring-1	Monitor and evaluate the impact of the quality of teaching on rates of pupil progress and standards of achievement against school targets	
Spring-1	Monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups and vulnerable groups, against school targets	

WHEN	ACTION	SOD REF NO
Spring-1	Review the quality of the curriculum offer and assess how well it met the needs of the pupils with particular reference to the school's priorities with regard to reading, writing and maths	
Spring-1	Receive curriculum policies as per policy schedule	
Spring-1	Review impact of additional activities offer	101,104
Spring-1	Review and assess impact of plans for monitoring visits	
Spring-1	Receive report from Safeguarding Governor to include their check on Single Central Record for amendments each term (including Safer Recruitment check) and evidence of monitoring visit re E-Safety and IT Filters	106
Spring-1	Receive report regarding impact of safeguarding arrangements on pupil safety	106
Spring-1	Review attendance of pupils less than 90% and persistent absentees	
Spring-1	Approve Risk Assessments for educational visits and curriculum areas	
Summer-1	Receive presentation from Senior/curriculum champions related to Sports Premium Funding expenditure and impact	
Summer-1	Receive report from Curriculum Champions regarding their impact	
Summer-1	Receive report from RSE lead regarding readiness to meet requirements of Relationships, Relationships and Sex and Health Education for September 2020	
Summer-1	Receive report from AIR meeting regarding standards and improvement and current risk rating and feedback from external visits	41, 43, 56
Summer-1	To consider recommendations from external reviews of the academy (e.g. Ofsted or Academy Effectiveness Review or DfE visit letter), agree actions as a result of reviews and evaluate regularly the implementation of the plan	
Summer-1	Report from Safeguarding Governor to include their check on Single Central Record for amendments each term (including Safer Recruitment check)	106
Summer-1	Review attendance of pupils less than 90% and their progress and attainment	
Summer-1	Develop and review the curriculum and planning policy	38
Summer-1	Review website audit report	111
Summer-1	Approve Risk Assessments for educational visits and curriculum areas.	

Appendix 1: Extract from Scheme of Delegation showing responsibilities delegated to the Standards and Curriculum Committee

Responsibilities in red text may be delegated differently based on the Trust risk rating process or where the Trust has identified areas of concern.

No	Responsibility	Members	Trust Board	CEO	LGB	Headteacher
38	To develop and review the curriculum and planning policy				A	R
57	To develop and approve the Behaviour Policy				A	R
81	To ensure statutory information regarding SEND (including annual SEN Information Report) is published on the academy website				A	R
101	To decide to offer additional activities and what form these should take				A	R
104	To cease providing extended school provision				A	R

A Accountable

R Responsible