TERMS OF REFERENCE

CURRICULUM AND PERSONNEL COMMITTEE

1. General Terms

- To act on matters delegated by the Full Board of Trustees.
- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

2. Membership

- Membership shall be reviewed annually at the Autumn Term Full Board of Trustees meeting.
- The Chair of the Committee shall be appointed annually by the Full Board of Trustees. The Headteacher or any staff trustee shall not be Chair.
- The committee shall consist of at least four trustees, including the Headteacher.

3. Quorum

- The quorum shall be three, or where greater, any one third (rounded up to a whole number) trustee members, including the Chair or Vice-Chair.

4. Meetings

- The committee shall meet at least once per term.
- Minutes shall be recorded and presented to the next Full Board meeting.

5. Admissions

- To review and evaluate the school's admissions arrangements.
- To monitor compliance with the School Admissions Code.

6. Curriculum and Standards

- To review and evaluate the curriculum offer.
- To monitor pupil progress, achievement, and quality of teaching.
- To review the Self-Evaluation Form.
- To monitor progress on the School Development Plan.
- To ensure high quality provision for SEND, disadvantaged and vulnerable pupils.
- To monitor statutory compliance and website content.

7. Attendance and behaviour

- To review and evaluate the school's attendance arrangements.

- To review and monitor the implementation of the Behaviour and Rewards Policy.
- To review and monitor the prevention of bullying, unlawful discrimination and harassment.

8. Safeguarding, Personal Development and Student Wellbeing

- Monitor the effectiveness of safeguarding arrangements and compliance with statutory requirements.
- Review policies and training related to personal development and wellbeing.
- Receive updates on student wellbeing initiatives and provision for vulnerable pupils.

9. Inclusion

- Monitor the effectiveness of inclusive provision and compliance with statutory requirements.
- Review policies and training related to inclusion.
- Receive updates on provision and outcomes for SEND, disadvantaged and vulnerable groups.

10. Staffing and Personnel

- To ensure staffing aligns with the school's strategic needs.
- To monitor recruitment, discipline, grievance, and safer recruitment procedures.
- To oversee staff development and wellbeing.
- To advise on staffing budgets and training costs.

11. Engagement and Enrichment

- To monitor community engagement and pupil achievements.
- To oversee educational visits and enrichment activities.
- To ensure statutory reporting and communication with parents/carers is effective.