



## Curriculum, Learning & Teaching Committee of the Governing Body of Clyst Vale Community College

### Terms of Reference 2023-2024

#### **Quorum:**

The Quorum is three Governors.

**Clerk to Committee:** Catherine Prunty

#### **Meeting Dates for 2023-2024;**

Monday 20<sup>th</sup> November 2023

Monday 4<sup>th</sup> March 2024

Monday 29<sup>th</sup> April 2024

Monday 20<sup>th</sup> May 2024

#### **Committee Members for 2023-2024;**

Paul Colin (Chair)

Sue Diffey

Peter Skelton

David Edmondson

Will Tipper

Signed (Committee Chair):

.Print: MR PAUL COLIN

Date: 18<sup>th</sup> September 2023

Agreed at meeting of full Governing Body:

Signed (**Chair of Governors**):

Print: MR SIMON SANGER-ANDERSON

Date: 18<sup>th</sup> September 2023

#### **Withdrawal**

Any person employed to work at the College, other than the Principal, must withdraw from the meeting at the commencement of discussions and decisions concerning the pay or performance of anyone employed at the College. The Principal must withdraw if his or her pay or performance is being discussed

## Matters of Urgency

These may be dealt with by the Chair of Governors or Chair of the Committee and Principal and reported to the next meeting of Committee or Full Governing Body

## The Governing Body's responsibilities for Learning and Teaching:

The governing body has general responsibility for the conduct of the Academy with a view to promoting high standards of educational achievement. Every child matters and the governing body will want to ensure that in all its activities the College is enabling every child or young person to achieve his or her full potential and maximise his or her life chances, choices and opportunities. Every child matters means that every child or young person needs to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing

### Best Value

Where possible and reasonable the governing body will ensure the principles of Best Value are followed when making decisions.

The principles of Best Value are:

- Challenge - why, how and by whom an activity is carried out;
- Compare - performance against other schools and between parts of each school;
- Consult - involving stakeholders, especially pupils and parents;
- Compete - as a means of securing efficient and effective services.

### Decision or Recommendation

**D**= decision to be taken by the committee and reported to the full GB in the minutes

**R**= the committee to bring recommendation to a meeting of the full GB for a decision

*Note from Governor Support: The level of delegated decision making given to a committee needs to be agreed by the full Governing Body. Full delegation (within legal requirements) is suggested below but you may wish to set different levels with the committee making more recommendations and fewer decisions. Whatever you decide, make sure there is no duplication between the work of the committee and the full Governing Body. All delegated decisions must be reported to the full Governing Body through the minutes from the committee.*

Curriculum	
To consider curriculum proposals for the next academic year and the longer term and make recommendations to the Governing Board.	<b>D</b>
To approve the College's Curriculum Policy and to monitor implementation of changes to the College's curriculum in line with national and local guidelines and requirements	<b>D</b>
To receive information from the Principal and the staff about how the curriculum is taught, evaluated and resourced	
To agree the policies for collective worship, religious education and sex education	<b>D</b>

To agree the arrangements for educational visits and ensure that they are in line with current DFE guidance (link to Health and Safety)	D
To agree any specific involvement by individual governors in curriculum areas (link to College Improvement Plan)	R
To agree policy, protocol and timetable for governor visits to the College (link to College Improvement Plan)	D
To establish such working groups as may be necessary to consider particular issues in depth in order to inform and make recommendations to the Governing Board.	R

<b>Inclusion</b>	
To ensure that the requirements of pupils with special needs including arrangements for gifted and talented children are met through establishing and monitoring a Special Educational Needs policy	D
To ensure the needs of looked after children are met through the agreement and review of the relevant policy	D
To ensure that the College meets the statutory requirements relating to equality legislation (race, disability, gender etc also link to Personnel)	D
To monitor pupil attendance and set targets as necessary	D
To monitor pupil discipline and behaviour	D
To determine and implement pupil discipline policy	D

<b>Community and Parent links</b>	
To assist the Principal in promoting good relationships and communication with parents and the community, with specific reference to Community Cohesion legislation and guidance	D
In respect of the duties under Extended Services legislation, to ensure that the needs of stakeholders are monitored and responded to appropriately	R
To monitor effective communication with parents (regarding curriculum).	R
To regularly receive updates on publicity and any related issues as required	D
To review the College Prospectus and the School Profile	D
To assist with establishing and overseeing the College's website	D
To ensure a complaints procedure is in place and monitored	D
To adopt and review Home-College Partnership Policy	D
To ensure the Governing Body's duties on pupil record keeping, disclosure of pupil information and pupil reports are fulfilled	D
To encourage wider networking with other schools in the Local Learning Community	D
To assist the Principal in recruiting the support and involvement of the local media, local business and industry.	D

