

## **Emmanuel College (“College”) Curriculum and Standards Committee Terms of Reference**

Following the adoption of the LGB handbook a Curriculum and Standards Committee (“Committee”) will be established by the LGB for the educational improvement of the College.

The Committee will look at outcomes of pupils, teaching, learning and assessment and the personal development and welfare of students. The Committee will also ensure that best practice is effectively embedded.

The proposed **Terms of Reference** are as follows:

- Members of the Committee will hold office until such time as the Local Governing Body (“LGB”) is satisfied that the Committee is no longer required, although members may resign at any time.
- The LGB may appoint additional members to the Committee at any time, and may remove existing members.
- The Chair of the Committee will be David Longfield. The other member will be Don Hutton. The Committee may approach the Chair of the LGB to seek approval for the additional appointment of specialist expertise as appropriate.
- The Committee will hold to account the Principal and the Senior Leadership Team.
- The Committee may make such arrangements as they see fit for the discharge of their functions by or through any other person(s). The Committee may delegate appropriate powers and authority to the Chair and/or Principal to facilitate decision-making.
- Whilst it is for the Committee to determine the regularity of meetings, it is anticipated that the Committee will meet four times per academic year to monitor improvement, and to ensure that the pace is maintained.
- Committee members will commit to attending all meetings, unless due to personal circumstances or work related matters, in which case the Chair will be notified in advance.
- Other attendees at the meeting will be determined by the key areas for improvement and context, and may include other members of the College’s senior team, ESF central support team, LA representation, external expertise, and key providers of support from other schools, as appropriate. This will ensure that all support is integrated and built around the needs of the College.
- Where confidential matters are being discussed it will be for the Committee to determine if non- members can be present.
- Committee members will adhere to the Code of Conduct for members of Public Bodies and comply (where applicable) with the latest version of the Academies Financial Handbook.
- The Committee will report to the LGB, and forward its minutes/reports to the LGB. The Chair will liaise closely with the LGB Chair.
- Agendas will be agreed in advance by the Chair of the Committee (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 5 working days in advance of the meeting.
- Minutes of meetings will be taken and will be submitted in the next scheduled meeting of the Foundation approved in draft by the Chair of the Committee.

- The Committee will review these terms of reference and self-assess its performance against these terms of reference on an annual basis.

#### **Duties of the Committee**

- Agree pupil performance targets –KPIs.
- Review KS4 and KS5 outcomes.
- Review RAISE online and year to date.
- Review curriculum plan.
- Report on the quality of teaching.
- Review of leadership, KPI's and responsibilities
- Review internal result at Y11 and progress of students in other years.
- Attainment and progress of students in Y9, Y10, Y12 and Y13.
- Update of Y11.
- Review year end date for Y7, Y8, Y9 and Y10.
- Discuss impact of INSET planning for the year ahead.
- Update on pupil performance data and progress towards KPIs.
- Review and approve policies in line with Policy review cycle to be forwarded to LGB.
- Review and self-evaluate its own performance and impact of actions and decision-making upon the rate and quality of progress made by the College; and
- The Committee will ensure that strong relationships exist between the College, its students, parents/carers and the community.