

## Morecambe Road School

### Curriculum and Extended Services Committee – Terms of Reference – November 2022

#### **Membership**

The Committee will consist of at least 5 members of the governing body, (with each of the stakeholder groups represented at the committee).

Non-voting participants may be invited to meetings by the committee as and when required.

The committee will elect a chair from within its own membership.

The membership of the committee shall be reviewed and determined annually by the governing body.

Minutes and agendas will be managed by School Business Manager. Minutes will only be distributed after agreement by the Chair of the Committee.

#### **Quorum**

The quorum shall be a minimum of 3 governors, including the Headteacher.

#### **Meetings**

The clerk to the committee shall be responsible for convening meetings of the committee. Procedures of any meetings will be recorded and these minutes presented for the next meeting of the governing body.

The committee shall meet at least once a term and otherwise as required.

#### **Responsibilities**

The main function of the committee is to advise the Headteacher and governing body on matters concerning the school curriculum and extended services, in particular:

- To ensure that the curriculum and extended services meet statutory requirements, including those for reporting.
- To make recommendations to the governing body on curriculum and extended services policies, or arrangements.
- To consider all the available curriculum data provided by the school and the local authority and to set and publish targets within the statutory time frames.
- To monitor pupil progress in relation to the targets set and with reference to particular groups.
- To review and recommend home-school agreement to the governing body.
- To advise on ways in which governors can be involved in curriculum aspects of the School Development/Improvement Plan and the Self Evaluation Form.
- To prepare and review the strategy, including financial sustainability, for extended services provision
- To establish appropriate mechanisms for consulting with and responding to the views of children, young people and their families.
- To ensure parent partnership is met and facilitated.
- To receive reports from the nominated governors, as decided by the whole governing body.
- To be mindful of the requirements of the Equality Act.