TERMS OF REFERENCE

CURRICULUM, STANDARDS AND PERSONNEL COMMITTEE

LEOPOLD PRIMARY SCHOOL

(Incorporating the Leopold Gwenneth Rickus Primary School)

Preamble

The Full Governing Board of the Leopold Primary School *(incorporating the Leopold Gwenneth Rickus Primary School)* establishes the Curriculum, Standards and Personnel (CSP) Committee as a Committee of the Governing Board.

Membership

1. The membership of the Curriculum, Standards and Personnel (CSP) Committee shall be determined by the Full Governing Board on an annual basis.
2. Notwithstanding, the preceding provision, no less than three (3) Governors shall serve as members of the Curriculum, Standards and Personnel (CSP) Committee and its membership must have representation from the school's Senior Leadership Team (SLT).
3. Additional Governors may be appointed to serve on the Curriculum, Standards and Personnel (CSP) Committee as deemed necessary by the Full Governing Board.

4. The Chair of the Committee shall be appointed on an annual basis.

Meetings & Quorum

1. The Curriculum, Standards and Personnel (CSP) Committee shall hold at least one meeting per school term.
2. Additional meetings may be called as deemed necessary by the Committee.
3. At the start of every meeting, no less than three (3) Governors, along with an SLT Member shall form a quorum.

The Mandate of the Curriculum Committee is:

1. To provide guidance to the Governing Board, in consultation with the Executive Headteacher along with the school's Senior Leadership Team, on all matters relating to the curriculum, including special educational needs and the pastoral curriculum provision for pupils;
2. To consider the curriculum implications of the school improvement plan and any other associated management plans, including OFSTED action plans, and to report to the Governing Board or other committee, as appropriate, on these implications as required;
3. To monitor the implementation of curriculum policies including the National Curriculum;
4. To monitor assessment and testing arrangements including arrangements for reporting the progress of pupils to their parents;
5. To monitor and review the school's Target-Setting process;
6. To determine any complaints from parents referred to the Governing Board in accordance with the provisions of the Council's Curriculum Complaints Procedure;
7. To receive reports from the Executive Head and, as appropriate, the SENCO on the provision made for pupils with special educational needs;

8. To monitor the effectiveness of policies on behaviour and discipline;
9. To monitor pupil attendance statistics and patterns of attendance;
10. To monitor the incidence of pupil exclusions and to report any findings to the governing body;
11. To determine any other matters referred to the Committee by the Governing Board or other committee, as appropriate;
12. To report to the Governing Board each term an action taken within the powers delegated to the committee and on other issues to be determined by the Governing Board.

Delegation

The Head and the SENCO will be responsible for ensuring that a register of children with special educational needs is compiled and maintained and that all children on the register have an Individual Education Plan which is monitored, reviewed and updated in accordance with the Code of Practice.

Policy Responsibility

The Curriculum, Standards and Personnel (CSP) Committee shall be responsible for reviewing, agreeing and submitting the following policies for ratification and adoption by the Governing Board:

1. **Teaching & Learning Policy**
2. **School Behaviour Policy**
3. **Written Statement of Behaviour Principles**
4. **PSHE Policy**
5. **Teacher Appraisal Policy**
6. **Equality Policy (incorporating information and objectives)****
7. **EYFS Policy & Procedure**
8. **Supporting Pupils with Medical Conditions****
9. **Anti-Racist Policy**
10. **Attendance Policy**

11. **Exclusion Policy**
12. **Collective Worship Policy**
13. **Complaints Policy****
14. **Capability Policy ****
15. **Code of Conduct for School Staff****
16. **Grievance Policy ****

** Statutory Policies