

**KIRK LANGLEY C.E. V.C. PRIMARY SCHOOL**  
**PUPIL AND CURRICULUM COMMITTEE TERMS OF REFERENCE**

**1. Composition**

Between 3 and 5 members of the Governing Body with voting rights.

This committee may decide from time to time, to allow additional members to attend meetings at which particular items of business are to be considered. Such members, however, will not have voting rights.

**2. Quorum**

The quorum for a meeting of the committee shall be not less than three of the members with voting rights.

**3. Terms of Reference of the Committee**

- a. To plan, monitor and review in the academic and pastoral arrangements of the school in order to ensure that the school maintains and delivers a broad and balanced curriculum in keeping with aims of the school and the requirements of the National Curriculum.
- b. To advise the Governing Body on curricular matters including the implementation of the National Curriculum.
- c. To make recommendations for updating the School Development Plan on a regular basis.
- d. To monitor the effectiveness of all of the school's curriculum policies and make representations to the full Governing Body for changes where appropriate including:
  - i. the content of the secular curriculum (in voluntary aided schools)
  - ii. the school's policy on sex education
  - iii. the school's policy on charging and remissions and
  - iv. the school's policy on special educational needs
- e. To consider and give advice on any matter involving the curriculum referred to it by the Governing Body.

**4. Functions Retained by the Governing Body**

The Governing Body must consider

- a. The Authority's Policy Statement and its modification if appropriate.
- b. Determine the content of the secular curriculum (in voluntary aided schools)
- c. Ensure the National Curriculum is implemented
- d. Decide what sex education is provided and where provided to ensure there is due regard to moral considerations and the value of family life.
- e. Ensure that religious and daily collective worship is provided and ensure adequate arrangements are made.
- f. Decide the policy on charges and remissions.
- g. Decide the times of school sessions
- h. Agree any general principles on pupil discipline.
- i. Take action to forbid political indoctrination in schools and to secure balanced treatment of political issues and
- j. If it so wishes, make an application to the Standing Advisory Council on Religious Education (SACRE) for determination in order that the requirement for the daily act of collective worship to be broadly Christian for most of the time does not apply.

**5. Appointment of Chair**

The appointment of the Chair of the committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year.

**6. Minutes**

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body.

## **7. Convening Meetings:**

A meeting shall be convened at the request of the Chair, the Headteacher or any two members of the committee. Every member of the committee, the Headteacher and the Director of Education, shall be given at least seven days clear notice of the committee meeting.

Revised Autumn 2019