Dunmore Primary School

Terms of Reference for Pupils and Curriculum Committee

Terms of Reference –
Pupils and Curriculum Committee

1. Introduction

It is a legal requirement for all committees to have Terms of Reference that are approved annually by the full governing body (FGB).

This document defines the Terms of Reference and Standing Orders under which the Dunmore Primary School Pupils and Curriculum Committee shall operate.

2. Purpose of the Pupil and Curriculum Committee

The Committee shall have the following key functions:

- having an overview of how the school curriculum is taught, evaluated and resourced
- having an overview of national testing and assessment arrangements
- having an overall management role for the whole school in relation to extended services
- be guided by the key curriculum points in the School Development Plan
- monitor, by means of an annual report, the safeguarding activity of the school
- ensure the activities of the School Council are reflected in the committee's work, including committing to ways to develop a relationship with the Council that ensures, where possible, a pupil voice.
- monitor, by regular updates, the impact of Pupil Premium spend on the outcomes for children in that cohort
- ensure that the principles of Spiritual Moral Social and Cultural (SMSC) are embedded themes throughout the school and monitor the impact of that work.
- ensure that parents/carers are given the opportunity to voice their feedback concerning their children's learning and other aspects of life in school.

3. Membership

At the time of writing the Pupils and Curriculum Committee's membership is:

Susie Spolander (Co-opted) (**Chair of Committee**)
Sam Bartholomew (Headteacher)
James Tweed (Co-opted)
Amy Strange (Staff)
Helen Hall (Parent)
Caroline Moreau (Parent)
Jim Thomson (Co-opted)
Nicky Black (Co-opted)

In attendance:
Julie Carvell (Governance Professional)

The FGB may at any stage elect to extend the membership of the Pupils and Curriculum Committee.

Associate Members shall have full voting rights. The Headteacher shall have full voting rights on all matters arising.

If the Chair is absent from a meeting, another full-governor member of the committee may be elected to take the chair for the duration of that meeting (but not the Headteacher).

Election of Chair: Committee (Last P&C of each academic year)

Other members of the FGB may attend any meeting of the Pupils and Curriculum Committee, though they will not be allowed to vote.

4. Quorum

Quorum shall be a minimum of 3 voting Governors.
Further to the above, meetings shall be scheduled with the aim of having four or more members present at each meeting (including Associate Members), though the meeting shall go ahead subject to above quorum requirements being met.

5. Meetings

Members of the committee are entitled to at least seven days' notice of a meeting, whilst an agenda and supporting papers shall be distributed to the members of the Committee and to all other members of the FGB at least seven days ahead of the meeting. A shorter timescale may be given if the committee chair decides that there is a particular issue that needs urgent attention.

Each meeting will have a dedicated Governance Professional (Clerk) provided by Governor Services. The Clerk shall be responsible for convening the meeting, and the procedure for doing so shall be the same as for FGB meetings (School Governance Procedures) (England) Regulations 2003, Regulation 24).

Committee members may ask for items to be included on the agenda, or may submit papers for consideration, but these must be with the Chair at least 2 weeks ahead of the meeting.

In exceptional circumstances (if a Clerk is not available from Governor Services for a particular committee meeting) the meeting may proceed with a temporary clerk who is either an appropriately qualified co-opted non-governor or other member of the FGB. The Headteacher cannot act as the Clerk.

6. Minutes

All committee meetings must be minuted. Minutes must be drawn up by the Clerk and circulated in draft form to members of the committee with the agenda of the next committee meeting. Minutes are to be signed by the Chair after approval at the next meeting of the committee, subject to any corrections having been made.

Approved minutes are to be distributed to the member of the committee and to all other members of the FGB.

7. Openness

The agenda, approved minutes, and copies of any papers considered shall be stored in school and shall be available for inspection by any interested persons. The only exception shall be any matter the committee considers confidential, though this shall be the exception and not the rule.

8. Partnership with the Headteacher and the School

In carrying out its functions, the committee will receive information and advice from the headteacher and other staff and will actively seek opportunities for wider consultation where appropriate. All committee members will endeavour to visit the school termly during the day in order to see the curriculum in action. Feedback forms will be completed once a visit has occurred and sent to the Headteacher and Chair of Governors. A report, verbal or written, will be given at the committee where school visits by governors will be a standing item on the agenda.

9. Delegated Authority

The Committee has delegated powers to carry out the following specific tasks without further reference, except where marked * which will require ratification by the FGB:

- To advise the FGB on its statutory obligations regarding the National Curriculum, taking into account advice provided by the Headteacher.
- To consider all curriculum policy documents and to report to the governing body on whether they have been adopted, including EYFS policy*.
- To have an overview of how the curriculum is taught, evaluated and resourced,

ensuring the EYFS Curriculum and the National Curriculum are taught to all pupils.
- To receive reports from the headteacher and other staff on the delivery of the EYFS and National Curriculum, including testing and assessment arrangements.
- To monitor the curriculum component of the School Improvement /Development Plan or post-OFSTED Action Plan.
- To consider written complaints relating specifically to the curriculum and to advise the governing body.
- To review policies including (but not limited to):
  - Attendance policy* and regular review of data here
  - Behaviour policy*
  - Safeguarding (and related) policies*
  - SEND policy*
  - Sex and Relationship Education (SRE)*
- To take into account matters concerning the Curriculum and Pupil well-being and associated risk assessments.

The Committee will delegate the following functions to the headteacher:

- To consider any disapplication from National Curriculum for pupil(s).
- To monitor standards of teaching.
- To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside of the school day).
- To approve off-site visits of up to one day.

10. Reporting Arrangements

The FGB shall receive a copy of the draft minutes from each of the Committee meetings.

The committee Chair or his/her delegated representative shall be available at the FGB Meeting to address questions.

The committee shall prepare briefing material, and provide input to newsletters, etc. when requested by the FGB, including input to any report to parents.

Approved on behalf of the Pupils and Curriculum Committee

(name):Susie Spolander.

(date): 15/09/2026.

Approved on behalf of the full governing body (name):…Jim Thomson (Chair of GB)

(date): 01/10/2026.

Next Review due: Autumn 2027