

**Willow Lane Community Primary School
Standards and Effectiveness and Curriculum (SEC) Committee**

Terms of Reference – 2019/20

Membership

- The committee shall consist of no fewer than four members of the governing body. The headteacher is, ex-officio, a member of the committee.
- Non-voting participants may be invited to meetings by the committee as and when required. These will include Senior and Middle Leaders, School Advisers and Special Support Advisers eg MIT.
- The committee will elect a chair from within its own membership.
- The committee shall have such associate members, non-voting, as the governing body shall appoint. The committee may make recommendations for these appointments.
- The committee shall have up to 1 associate member with voting rights appointed by the governing body.
- The membership of the committee shall be reviewed and determined annually by the governing body.

Quorum

The quorum shall be a minimum of 3 governors, including the headteacher, but excluding any associate members.

Meetings

The Chairman shall be responsible for convening the meetings. The clerk, who may be a governor or person appointed to the task, to the committee shall be responsible for recording and sharing minutes of the committee. Procedures of any meetings held must be minuted 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 monitor and evaluate the standards and outcomes of the school and the quality of education provided. The SEC/Curriculum aims to ensure members of the committee and other governors have a clear understanding of the aims and strengths and weaknesses of the school. Furthermore, the committee is to advise the headteacher and governing body on matters concerning the school curriculum, in particular:

- 1) To prepare or review policy documents – linked to monitoring, standards and curriculum - which are the responsibility of the governing body.
- 2) To annually review the aims of the committee.
- 3) Where the school is in an Ofsted category, monitor progress in meeting the key issues identified in the Post-Ofsted Action Plan and subsequent Ofsted and HMI reports.

- 4) To review and evaluate the effectiveness of Local Authority support and intervention.
- 5) To receive and critically review school performance data including that from the Lancashire School Improvement Profile and RAISE online.
- 6) To receive and critically review all the available data provided by the school.
- 7) To monitor pupil progress in relation to the targets set and with specific reference to particular groups...including
 - a) Pupil Premium/Disadvantaged
 - b) SEND
 - c) significant groups eg EAL, White British, Boys/Girls
- 8) To receive regular reports from the headteacher on the quality of teaching and learning and the impact of improvement strategies and support.
- 9) To ensure that the curriculum provided meets the statutory requirements (including those for Religious Education, Collective Worship and Sex Education) and including those for reporting eg on website.
- 10) To advise on ways in which governors can be involved in aspects of the School Development/Improvement Plan and the Self Evaluation Form.
- 11) To monitor the impact of curriculum policies and planning on students' learning through...
 - a) To receive reports from the nominated governors, as decided by the whole governing body.
 - b) To request and receive reports, as and when required, from key members of staff eg curriculum leaders and senior leaders.
- 12) To monitor and evaluate aspects of the school's pastoral care provision.
- 13) To review and recommend home-school agreement to the governing body.
- 14) To review and evaluate progress against previous Ofsted recommendations.
- 15) To be mindful of the requirements of the Equality Act.