

Terms of Reference for the Governing Body's Curriculum & School Improvement (CSI) Committee

Agreed at the meeting of the full governing board: Autumn 202

Review date: Autumn Term 2021

Membership: Colin Wadsworth
Amy McLaughlin
Gemma Poland
Sarah Smith
Angela Fleming

Chair of Committee: Amy McLaughlin

Quorum: 3 (including the Headteacher)

Delegation

Governing bodies may use their powers to delegate functions and decisions to committees or individual governors. It is the overall governing body, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook, November 2015)

Levels of Delegation - Decision or Recommendation

D = **Decision** to be taken by the committee and reported to the full governing body in the minutes.

R = the committee to make a **Recommendation** to the full governing body, who will make the decision.

Policies & Documents Delegated to this committee:

Policy	D/R	Frequency	Term	Next Review	Statutory
Collective Worship	D	4 yrs	Spring	2022	
Outdoor Educational Visits (OEVOSA)	D	2 yrs	Autumn	2020	
Admissions	R	1 yr	Autumn	2020	Yes
Complaints Procedure	D	4 yrs	Autumn	2022	Yes
Pupil Premium allocation of spending documentation	D	1 yr	Summer	2021	Yes
Equality	R	4 yrs	Spring	2022	Yes
SEND	R	4 yrs	Spring	2021	Yes
Intimate Care	D	4 yrs	Summer	2022	
LAC	D	4 yrs	Summer	2020	
Medicines	D	2 yrs	Summer	2020	
Home School Agreement	D				
Ethos & Values Published on Website	D				
Ethos and Values Statement	R				
KS2 Results Published on website	D				
Link to DFE Performance	D				

Tables Published on website		
OFSTED & SIAMS Reports Published on website	D	

Our school vision is to embrace the spiritual, physical, intellectual, emotional and social development of all.
We strive for educational excellence by supporting and developing the following values:

Wisdom

Hope

Community

Dignity

Love

- Challenge – why, how and by whom an activity is carried out;
- Compare – performance against other schools and between parts of each school;
- Consult – involving stakeholders, especially pupils and parents;
- Compete – as a means of securing efficient and effective services.

Withdrawal

Any person employed to work at the school, other than the Headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed. Any governor or associate member must withdraw where there may be a conflict of interests with items declared on the 'Register of Business Interests' form.

Matters of Urgency

These may be dealt with by the chair of governors, chair of the committee and Headteacher and reported to the next meeting of the committee or full governing body.

The governing body responsibilities for Curriculum and School Improvement

The governing body is the strategic lead for the school and has a vital role to play in making sure every child gets the best possible education. For maintained schools this is reflected in the law, which states that the purpose of maintained school governing bodies is to 'conduct the school with a view to promoting high standards of educational achievement at the school'. The Governance Handbook, November 2015 also states that one of the core functions of the governing body is: 'Holding the Headteacher to account for the educational performance of the school and its pupils'. They should do this by making sure that they ask questions such as:

- Which groups of pupils are the highest and lowest performing, and why? Do you have credible plans for addressing underperformance or less than expected progress? How will we know that things are improving?
- Which year groups or subjects get the best and worst results and why? How does this relate to the quality of teaching across the school? What is your strategy for improving the areas of weakest performance?
- How are you going to raise standards for all children, including the most and least able, those with special educational needs, those receiving free school meals, boys and girls, those of a particular ethnicity, and any who are currently underachieving?
- Have your decisions been made with reference to external evidence, such as Ofsted's Data Dashboard, ASP etc. How will you know if your approach is working? Will the impact of decisions and interventions be monitored and supported?
- Is this a happy school with a positive learning culture? What is our track record on attendance, behaviour and bullying? Are safeguarding procedures securely in place? What are we doing to address any current issues, and how we will know if it is working?
- How good is our wider offer to pupils? Is the school offering a good range of sports, arts and voluntary activities? Is school food healthy and popular?
- Do we listen to what pupils and parents are telling us?

Many governors may not be familiar with looking at and understanding data. There is a large volume of data available. It is essential that every governing body have at least one governor with the skills to understand and interpret the full detail of the performance data available. These governors should make sure that the wider governing body has a correct understanding of the school's performance. They should identify from the data the issues that most need to be discussed. Other governors should learn from them and undertake any available training opportunities to improve their confidence and skills in looking at data.

Duties which are delegated to this committee:

Duty	D/R	Timescales	Evidence
Curriculum			
(i) To monitor and evaluate the agreed <i>intent, implementation and impact</i> of the school curriculum. Consider evidence about how effectively the curriculum is achieving its aims for pupils and how this relates to the board's vision for the school. Report to the board.	D	Annual report on broad and balanced curriculum within annual cycle	Report, questions and challenge on the HT report, evidence from visits to school
(ii) To evaluate information from the Headteacher, subject Co-ordinators and staff about how the curriculum is taught, evaluated and resourced, report to full governing body	D	The CSI committee will review decisions made by the Headteacher in their committee meeting in the Summer term. The Headteacher will report curriculum strategy in the Heads Report.	Minutes of CSI meeting and Summer term Heads Report.
(iii) To agree the policy for collective worship	R	Policy in place (see table above)	Policy published on website
(iv) To agree the arrangements for educational visits and ensure that they are in line with current Devon County Council guidance	D	Outdoor Education Visits Policy in place – in line with current guidance and reviewed biannually.	Policy cycle and meeting minutes
(v) To develop and review a monitoring procedure and cycle for governors focussing on school improvement.	R	At each CSI meeting we will monitor governor visits by reviewing frequency and value of recent visits. This will ensure all governors are aware of and are following the agreed structure.	Termly minutes of CSI meetings
(vi) To ensure the continued knowledge and understanding of governors in respect of the National Curriculum	D	It was agreed that within the CSI Committee and full governors there must be teacher governors who have the required comprehensive knowledge of the National Curriculum.	Membership of CSI committee and FGB
(vii) To ensure statutory information relating to the curriculum is published on the school website, including: The content of the curriculum by academic year and subject	D	The CSI committee will monitor and review and will continue to be involved in further development to ensure statutory compliance on an ongoing basis as	Annual audit of website minuted in spring CSI meeting.

How parents and prospective parents can obtain further information in relation to the curriculum		requirements change.	
Key stage 1 phonics and reading schemes in operation			
(viii) Review & recommend term dates including non-pupil and inset days	R	Following receipt from DCC, the Headteacher will recommend term dates in the CSI Spring term committee meeting for recommendation to Full Governors.	Spring term CSI meeting minutes and FGB minutes.
School Improvement			
(vix) To contribute to strategic planning within the school and to recommend the School Improvement Plan (School Development Plan) to the full governing body. Ensure that in formulating the plan Ofsted judgements, the vision for the school, current statutory responsibilities and school action plans are incorporated.	R	The Headteacher will work on the budget aspects of the SIP with the Finance Administrator in preparation for a meeting of the CSI Committee to be called in the Summer Term at which the Headteacher will present a draft (either verbal or written). By the Autumn Term, the SIP will be finalised and presented to the Full Governing Body.	Summer and Autumn term CSI meeting minutes and FGB minutes, Autumn term.
(x) To review and evaluate the success and impact of the School Improvement Plan in conjunction with the Headteacher, in accordance with the agreed formal monitoring arrangements. To identify areas for additional support/intervention and recommend allocation of resources, report to full governing body.	R	Evaluate success of the SIP – this will be in the form of a quick informal review once a term. Therefore, this will be evidenced as a regular agenda item. A more in depth review against targets in the summer term with written evidence	Termly minutes of CSI meetings Updated SIP, summer term
(xi) To review and interrogate the external data available for the school and report/explain key messages, including benchmarking information, to the full governing body. Ensure that governors involved with data analysis have current valid training to support their role. Ensure there a link to the DfE school performance table website on the school website.	D	The chair of the CSI Committee will lead on this, following suitable and effective training, and report key messages to the governing body at the spring term FGB meeting.	Spring term CSI minutes Link published on website
(xii) Recommend targets for pupil progression and attainment for specific groups or as appropriate to the governing body; monitor and evaluate progress towards these targets and identify areas which require intervention.	R	Annual targets for pupil progression will be made as appropriate, by the Headteacher in discussion with classteachers, and reviewed by CSI committee in the Autumn Term. The Headteacher reviews	Targets identified and progress against these evaluated within SIP and Heads Reports

		progress of pupils termly within the Heads Report to full governors.	
(xiii) To ensure the continued knowledge and understanding of governors in respect of the Ofsted inspection framework including any changes since the school was last inspected and statutory responsibilities.	D	The chair of the CSI Committee will lead on this and report key changes to the governing body on a regular basis.	Reference to OFSTED inspection framework within CSI minutes, relevant training sessions
(xiv) To ensure that the schools' most recent Ofsted report, or a link to it, is available on the school website. Ensure that the governing body is aware of the key findings of the most recent report and monitor actions being taken and progress relating to areas for improvement.	D	The chair of the CSI Committee will ensure 1 Ofsted report availability 2 Awareness of key findings Progress towards Ofsted report "areas for improvement" will be a regular agenda item, where Governor class observation visits will be discussed and used as evidence.	School website OFSTED targets included on SIP
(xv) To analyse Key Stage 2 results, including benchmarking, and report to the full governing body. Ensure that the most recent results are published on the school website in line with statutory requirements.	D	The Headteacher will produce a summary analysis ready for the Autumn CSI meeting.	Autumn CSI minutes and analysis document
(xvi) To assist the Headteacher in promoting good relationships and communication with parents and the wider community.	D	This is ongoing and will be a regular agenda item.	Termly minutes of CSI meetings
(xvii) To assist with and oversee the development of the school website, including ensuring statutory policies and information appears on the website in a timely manner.	D	This is ongoing and will be a regular agenda item.	Termly minutes of CSI meetings
(xviii) To ensure a Complaints Procedure is in place and monitored. Review complaints and look for any common themes. Investigate any changes in practice required and recommend to the full governing body.	R	This is ongoing and will be a regular agenda item.	Termly minutes of CSI meetings
(xiv) To ensure a home-school agreement is in place and monitored. Review the agreement and seek input from stakeholders (pupils; parents and carers; staff) to inform changes in the document.	D	The current agreement will be reviewed by the end of the Summer Term 2019 and then monitored as an agenda item annually. As of 2016 home-school agreements are no longer statutory – but can still be used.	Termly minutes of CSI meetings
(xv) To ensure the statutory duties relating to pupil record keeping, disclosure of information and pupil reports are fulfilled. Including reviewing and updating the Data Protection Policy and	R	The Committee will conduct an audit of pupil records, information disclosure, and pupil reports at the end of	Spring minutes of CSI meetings

the Freedom of Information Publication Scheme, in line with statutory duties.		each Spring Term.	
(xvi) To champion the requirements of children with Special Education Needs and Disabilities by contributing to the development of a SEND Policy, including provision for more able children, to recommend to the full governing board. Highlight any resourcing/finance/staffing issues to the Resources Committee.	R	SEND Policy is updated in the Spring term annually.	SEND Policy
(xvii) Monitor the implementation and effectiveness of the agreed SEND policy and report to the full board. Ensure relevant statutory information relating to SEND is published on the school website, updated at least annually and when any changes occur.	D	Monitoring and evaluation of policies and the website are ongoing.	SEND Audit and minutes of meetings. SEND Report published on website.
(xviii) To ensure the needs of <i>all</i> pupils are met by ensuring the relevant policies, practices and procedures are in place and being implemented effectively for all vulnerable groups. (Including, but not limited to: children in care; pupils with medical needs in school; pupils with English as a second language; pupils eligible for Free School Meals; ethnic minority and traveller pupils; forces children, pupils with protected characteristics, SEND pupils.)	D	LAC Policy Administrations of Medicines Policy Intimate Care Policy Attendance Policy Pupil Premium Statement Sports Grant Statement SEND Policy	Policies and documents published on website
(xix) To consider impact for pupils, parents and staff with protected characteristics when developing/reviewing policies. To monitor the school's engagement with individuals with protected characteristics and ensure that they are given an opportunity to contribute to the development of school processes and procedures.	D		
(xx) To assist with the identification of Equality Objectives for ratification by the board and monitor progress towards these objectives, reporting to the board at least annually	R	Updated as per table above	Equality Policy
(xxi) To ensure that the school meets the statutory requirements relating to equality legislation including publishing the Equality Objectives, equality information (or an agreed policy) on the school website to show how the school is complying with the Public Sector Equality Duty.	D	Equality Policy and Objectives are published on the website	
(xxii) To ensure the governing board meets their statutory duty to be involved in the formulation of the 'Local Offer' with the Local Authority.	D	SEND Report is updated annually and where there is a change.	
(xxiii) Ensure an attendance register is taken daily at school. Monitor pupil attendance figures and patterns. Review and evaluate progress towards the schools' attendance targets. Monitor exclusion procedures and exclusion data, including pupils on a part time curriculum. Have due regard for children potentially missing from education. Review the Attendance Policy.	D	Attendance is monitored through the HT report. Attendance Policy is updated as per the table above.	

<p>(xxiv) To review and agree, with the headteacher, the Behaviour Policy based on the Behaviour Principles set by the board. Check that the Policy and relevant information is published on the school website and monitor that there is continuity of application throughout the school.</p>	<p>D</p>	<p>Behaviour Principles to be agreed in the Autumn Term</p>	
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