

**Longhill High School
Governing Board**

**CURRICULUM AND STANDARDS COMMITTEE
Terms of Reference**

Membership

The Curriculum and Standards Committee will comprise of a minimum of five Governors.. All members are entitled to vote. The Governing Board appoints the Governor members of the Committee. The Headteacher and/or the Headteacher's representative, such as the Deputy Headteacher(s) are ex-officio appointment(s). The Chair of Governors is invited to attend all Committee Meetings and is entitled to vote.

Chair

The Curriculum and Standards Committee will elect one of the Governor members as Chair of the Committee and one as Vice-Chair at the first meeting of the academic year. In the Chair's absence, the Vice-Chair will take the role of Chair.

Quorum

The quorum will be three Governor members.

Reporting

The Curriculum and Standards Committee Reports to the Full Governing Board. The minutes of the committee will be a standing item on every scheduled meeting of the Governing Board. A copy of the latest minutes shall be distributed with each Governing Board agenda.

Meetings

The Curriculum and Standards Committee shall meet at least once per term. Minutes shall be taken at every meeting of the Committee. The minutes shall be taken by the Clerk to the Governors. In the absence of the Clerk, the minutes shall not be taken by the Chair of the Committee. The minutes of the previous meeting shall be distributed with each agenda, and, if agreed as a correct record, signed by the Chair of the Committee.

Review of Terms of Reference

The Terms of Reference of the Curriculum and Standards Committee shall be reviewed annually by the Committee, with any recommendations sent to the next available Governing Board meeting for ratification.

Responsibilities

The Curriculum and Standards Committee is responsible for ensuring that the school follows the National and School Curriculum; that academic standards are met and improved; that target setting, monitoring, mentoring and evaluation takes place and that policies delegated to the Committee by the Governing Board are developed and reviewed.

Governor Training

It is the responsibility of Governors to attend training courses relevant to their role on the committee.