

## Terms of Reference - Curriculum and Staffing Committee

### Terms of reference:

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements.
- To monitor the 'Quality of Education', reporting to the Board appropriately.
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body.
- To review all Analyse School Performance data, reporting headlines to the Governing Body.
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEND, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To ensure, as far as is practical financially, that Health and Safety issues are appropriately considered.
- To annually review the staffing structure in consultation with the Headteacher
- To adopt the LA Pay Policy for all categories of staff and to be responsible for its implementation.
- To oversee the appointment procedure for new Headteacher.
- To adopt the LA appraisal policy for all staff.
- To oversee the process leading to staff reductions.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To make recommendations on personnel related expenditure.
- To consider any appeal against a decision on pay grading or pay awards.

**Disqualification** – Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or appraisal review of any person employed to work at the school.

- *Additional items which individual Governing Bodies may wish to include*

<b>These terms of reference agreed by the Governing Body</b>	26.09.24
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Jane Farraday	Governor	25.09.25
Rachael Newberry	Governor	25.09.25
Jenny Berge	Governor	25.09.25
Suzan Bishop	Governor	25.09.25
Helen Haslam	Governor	25.09.25
Liz Brown	Governor	25.09.25
David Keen	Governor	25.09.25
<b>Chair of the Committee</b>	Mrs J Berge	

<b>Clerk to the Committee</b>	Mrs J Brookes
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<b>Quorum (minimum of 4, committee can determine higher number)</b>	4
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<b>Date Committee established</b>	25.09.25
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<b>Date of review:</b>	Sept 26
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