



HALL GREEN SCHOOL

TERMS OF REFERENCE PASTORAL & CURRICULUM COMMITTEE October 2018

Adopted:	3 October 2018
Next Review:	3 October 2019
Governing Committee:	Full Governing Body
Responsibility:	Mr D Adams - Headteacher Mrs J Owen - Chair of Governing Body

TERMS OF REFERENCE PASTORAL AND CURRICULUM COMMITTEE

Membership and Conduct

1. Membership is currently seven Governors and three Associate Members. The current members are:

David Adams	Headteacher	Associate Member
Andy Simson	Deputy Headteacher	Associate Member
Pauline Evans	Assistant Headteacher	Associate Member
Barry Bowles		Trustee (Community)
Evette Clarke		Trustee (Parent)
Fiona Dennis-Stephens		Member & Trustee (Parent)
Shanaz Khan		Trustee (Parent)
Manjit Shellis		Trustee (Community)
Zubina Ziebeck		Trustee (Staff)
Cazz McLoughlin		Trustee (Staff)

2. Membership will include the Head Teacher.
3. The Committee shall invite such other persons to attend meetings as may be desirable and necessary.
4. The Chair of the Committee will be a Governor member. The Committee will elect the Chair annually. The current Chair is Manjit Shellis.
5. Quorum will be three Governors.
6. The Committee will meet when required, but at least once a term.
7. The clerk to the committee is Andy Poulton.
8. The duties of the Clerk are:
 - (a) To convene meetings;
 - (b) To attend meetings and take minutes.
9. If the Clerk fails to attend a meeting, the Committee may appoint any one of their number to act as Clerk for the purposes of that meeting.
10. Minutes of the meeting, after initial approval by the Chair, shall be sent to members within 7 days of the meeting.
11. Minutes of the meetings shall be presented to the next available meeting of the Full Governing Body.

Terms of Reference

1. Provide an opportunity for discussion on pastoral and curriculum issues. These will include:
 - (a) consider and monitor progress against the School Development Plan;
 - (b) approve and monitor the school's systems for assessment and tracking of pupils;
 - (c) receive and discuss reports on the provision of Special Educational Needs;
 - (d) to maintain an overview of all related school policies and ensure their regular re-appraisal;
 - (e) consider and monitor impact of the school Curriculum, including PSHE and SMSC;
 - (f) RE and Collective Workshop and Sex and Relationships policies;
 - (g) Consider and monitor policies and performance data on Behaviour, Attendance and Punctuality;
 - (h) safeguarding policy and arrangements;
 - (i) educational visits.

2. Establish a mechanism for recommending approval to the Governing Body on matters relating to pastoral and curriculum issues. These will include:
 - (a) Year 9 options;
 - (b) Curriculum development;
 - (c) Assessment for learning;
 - (d) Pastoral roles;
 - (e) More and Most Able;
 - (f) E-learning;
 - (g) Homework Policy.