



HALL GREEN SCHOOL

TERMS OF REFERENCE PASTORAL AND CURRICULUM COMMITTEE

Adopted:	15 November 2023
Next Review:	September 2024
Governing Committee:	Pastoral and Curriculum
Responsibility:	Headteacher

PASTORAL AND CURRICULUM COMMITTEE

Membership and Conduct

1. Membership is currently five Trustees and three Associate Members. The current members are:

Karen Slater	Headteacher	Trustee
Andy Simson	Deputy Headteacher	Associate Member
Mike Hosfield	Deputy Headteacher	Associate Member
Juan Rodriguez	Deputy Headteacher	Associate Member
Aalia Akram		Trustee (Parent)
Fiona Dennis-Stephens		Trustee (Parent)
Manjit Shellis		Trustee (Community)
Zubina Ziebeck		Trustee (Staff)
Isobel Simmons		Trustee (Community)

2. Membership will include the Headteacher.
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.
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 Katie Hedges.
8. The duties of the Clerk are:
 - To convene meetings
 - 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:
 - consider and monitor progress against the School Development Plan;
 - approve and monitor the school's systems for assessment and tracking of pupils;
 - receive and discuss reports on the provision of Special Educational Needs;
 - to maintain an overview of all related school policies and ensure their regular re-appraisal;
 - consider and monitor impact of the school Curriculum, including PSHE and SMSC;
 - consider and monitor the RE and Sex and Relationships policies;
 - consider and monitor policies and performance data on Behaviour, Attendance and Punctuality;
 - consider and monitor the safeguarding policy and arrangements;
 - consider and monitor the educational visits policy and arrangements.

2. Establish a mechanism for recommending approval to the Governing Body on matters relating to pastoral and curriculum issues. These will include, but are not restricted to:
 - Year 9 options
 - Curriculum development
 - Assessment for learning
 - Pastoral roles
 - E-learning
 - Homework Policy.