



HUNTINGTON PRIMARY ACADEMY
CURRICULUM & STANDARDS COMMITTEE

TERMS OF REFERENCE

PLEASE NOTE that some items of reference may not be relevant or maybe affected by the global Coronavirus pandemic 2020.

1. To consider and advise the Board of Trustees on standards and achievement and other matters relating to the academy's curriculum (including statutory requirements), making decisions where required. Ensuring the implementation and enrichment of the National Curriculum;
2. Undertake an annual review of policies assigned to the committee as detailed in the document 'List of HPA Policies and Procedures';
3. To ensure the academy complies with the Prevent Duty and Safeguarding requirements;
4. To consider the academy admission policy, amending to reflect statutory changes and facilitate publication and consultation;
5. To ensure that the academy has a robust admissions appeals process;
6. To ensure the academy website displays the most current PE and Sport Grant document and the Pupil Premium impact and spend document;
7. To ensure that the academy publishes its annual results;
8. To review the academy policies and to make amendments when necessary;
9. To monitor the effectiveness of Huntington Primary Academy's curriculum policies (presented by the Link Trustees/Curriculum Groups), ensuring they are relevant to individuals and groups of pupils and consider their impact on all outcomes (considering behaviour, spiritual, moral, social and cultural development); and recommending changes where appropriate;
10. To agree any general policies/principles regarding pupil behaviour and deal with any exclusions;
11. To discuss and agree priority areas (related to curriculum and standards) at beginning of each academic year and review previous years progress against identified priorities;
12. To consider curricular issues which have implications for decisions about resources and to make recommendations to the relevant committees or the Board of Trustees;
13. To oversee arrangements for individual trustees to take a link role in specific areas of provision, eg Curriculum Groups. To receive regular reports from them and advise the Board of Trustees on any issues arising.
14. To monitor the whole school tracking system and ensure it impacts on teaching and learning;
15. To receive and review reports from the Headteacher/Deputy Headteacher (termly) to enable Trustees to monitor pupil achievement/progress against the targets set and through reports on assessment data particularly for the end of Early Years Foundation Stage, KS1 and KS2 as appropriate (including SATs, Foundation Stage Profiles)
16. To make recommendations for updating Huntington Primary Academy's Improvement Plan in relation to curriculum and standards;
17. To undertake necessary Trustee training to keep up-to-date in curriculum development matters.
18. To extend partnership working;
19. To consider external evaluations of the academy, ie. IDSR;
20. To consider any amendments to the Home/Academy Agreement for recommendation to the Board of Trustees;
21. To review and agree the academy prospectus as required.
22. To monitor and evaluate communication with parents.

PRIORITIES FOR 2020/2021 (WORKING WITHIN THE CONSTRAINTS OF A GLOBAL PANDEMIC)

1. Ensuing that detailed risk assessments and associated action plans are thorough, minimise any potential spread of Covid-19 to staff and pupils and are based on government and PHE guidance,
2. Monitor the implementation and improvement of the academy's curriculum and its impact on pupils' attainment and progress across EYFS, KS1 and KS2.
3. Review the quality of teaching and learning across the academy over time.
4. Monitor progress against the key priorities in the Academy Improvement Plan.
5. Review and evaluate statutory data sets for the academy and become aware of the areas of strength and for development and how these are being addressed.
6. Monitor the 'inhouse' assessment and tracking systems and become aware of the strengths and area for development in attainment and progress and how these are being addressed.
7. Monitor the quality of information available for parents and carers.
8. Monitor the attainment of particular groups of vulnerable pupils including those in receipt of pupil premium and those who have special educational needs or disabilities.
9. The Committee will continue to endorse and underpin the school drivers - local community, PSHE/growth mindset and global citizenship.

FUNCTIONS/DECISIONS RETAINED BY THE BOARD OF TRUSTEES

All functions and decisions are delegated to the committee, apart from those that legally are required to have the Board of Trustees approval - see Board of Trustees decision planner.

FUNCTIONS DELEGATED TO THE HEADTEACHER

Agreed through Board of Trustees decision planner.

COMPOSITION OF COMMITTEE

The minimum number of members is 3.

The Chair of the committee will be determined by the committee and reviewed annually.

The Board of Trustees will appoint a clerk to the committee (excluding the Headteacher).

The Board of Trustees may remove the Chair or Clerk of the committee at anytime.

The Board of Trustees or the committee may appoint associate members to serve on this committee. Voting rights of associate members is determined by the Board of Trustees and within the terms of school governance (Procedures) (England) Regs 2003. The associate members cannot vote on pupil discipline, election or appointment of Trustees or budget and financial commitments of the Board of Trustees.

Members of the Curriculum and Standards Committee will act as an Appeals Panel for any appeals from the Resources Committee.

MEMBERS OF THE COMMITTEE

Name of Trustee/Associate Member	T	Date Appointed to the Committee
Garry Binks (Chair)	T	Re-appointed December 2020
Kim Bailey	T	Re-appointed December 2020 (no voting rights)
Paul Gething	T	Re-appointed December 2020
Steve Russell	T	Re-appointed December 2020
Jessica Charters	T	Re-appointed December 2020
Jake Capper	T	Re-appointed December 2020
Anne Forman		Invited to present information to Trustees

Chair of the Committee	Garry Binks
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Clerk to the Committee	Alyson Hudson
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Quorum (minimum of 3 Trustees, not including associate members, committee can determine higher number)	3
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MINUTES

A full written record of the meetings of the committee will be approved by the committee and signed by the Chair at the

next committee meeting. A verbal report & draft minutes will be given to the next Board of Trustees meeting which will include a statement of the conclusions, a succinct summary of the main points of discussion and any decisions made. A copy of the minutes will be sent to committee members and made available to Board members.

SCHEDULING AND CONVENING MEETINGS

Meetings will be convened by the Chair. The Chair (via the Clerk to the Committee) will give members of the committee written notice (including email) of a meeting, a copy of the agenda and any papers to be considered at the meeting at least 7 days before the date of the meeting. If the Chair of the committee considers that there are matters that demand urgent attention s/he may determine a shorter notice period.

The committee will meet at least 3 times in an academic year and report back to the full Board of Trustees meetings. Other meetings may be scheduled to address specific priorities/urgent issues.

These terms of reference agreed by the Committee:	3 rd December 2020, ratified at Full Board on 11 th February 2021.
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Date for review:	December 2021
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