



Terms of Reference Curriculum &  
Pastoral 2025



## Terms of Reference for Curriculum & Pastoral Committee

### **1. Membership**

The Committee shall consist of at least six governors. The committee can ask the governing body to appoint up to 2 non-voting members with appropriate skills.

### **2. Quorum**

The quorum shall be 3 governors who are voting members of the committee

### **3. Meetings**

3.1 The committee will meet at least 3 times per year.

3.2 Any additional meetings will be called as necessary; at least 7 days notice must be given when calling a committee meeting.

### **4. Minutes**

The Clerk to the Committee is Prinam Bhogal. In the absence of the Clerk the Committee can appoint a member (but not the Business Manager) to act as Clerk to the meeting. Draft minutes of the previous meeting will be distributed at least 7 days prior to the next meeting together with any supporting papers.

### **5. Chairing**

5.1 The Committee shall elect a Chair/Vice Chair annually, usually at the first meeting of the academic year

5.2 The Chair, in conjunction with the Head Teacher, will be responsible for drawing up the agenda and sending it out to committee members at least 7 days in advance.

5.3 In the absence of the appointed Chair the Committee can appoint another member of the Committee to act as Chair for the meeting

### **6. Reporting to the Governing Body**

6.1 The Chair will report to the full governing body on main decisions taken and any recommendations that the governing body needs to vote on.

### **7. Role of the Committee**

7.1 To carry out the governing body's responsibilities in relation to pastoral and curriculum issues.

7.2 To review, with the appropriate member of the school management, and make recommendations to the governing body on policies appertaining to pastoral issues, including:

- pastoral structure;
- register of pupils' admission to school and attendance
- designated teacher for looked after and previously looked after children

- careers guidance: details of our careers programme and our provider access statement. - school behaviour policy;
- behaviour principles written statement
- anti bully policy;
- equal opportunities policy;
- special educational needs and disability
- exclusions policy
- supporting pupils with medical conditions
- special educational needs and disability
- sex and relationships education
- to monitor the governing body's curriculum policy

7.3 Monitor the effectiveness of the policies within 7.2 and report to the governing body with recommendations.

7.4 To review the pattern and use of exclusions within school.

7.5 To make recommendations on matters relating to the role of the school in the community, including public relations.

7.6 To carry out other pupil and parent related tasks as delegated by the governing body.

7.7 To recommend to the governing body draft curriculum policies

7.8 To carry out governing body's responsibilities in relation to target setting.



7.9 To monitor pupil achievement against set targets.

7.10 To carry out governors responsibilities in relation to children with special educational needs.

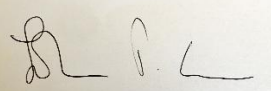

7.11 To prepare/or approve for the governing body the appropriate section of the governors' annual report to parents.

## 8 Chair's actions

8.4 In the event of unforeseen/unexpected circumstances where awaiting the next meeting of the Committee and where it is not possible to convene a quorate extraordinary Committee meeting, the Chair of the Committee may exercise the decision making power of the committee if a delay would be detrimental to the school.

   
 (Signed) Dated: 23.09.2025

(Head Teacher)

   
 (Signed) Dated: 23.09.2025 (Chair of Governing Body)

**NB: These terms of reference will be reviewed and updated on an annual basis for approval by the Governing Body. This document was last reviewed on 27 September 2023 at the Full Governing Body meeting.**