

HOLY TRINITY C OF E PRIMARY SCHOOL, NW3

OUTCOMES, CURRICULUM & ASSESSMENT COMMITTEE TERMS OF REFERENCE

Responsibility for the curriculum is shared between the Head, teaching staff, governors, the LA and the Secretary of State. In order to assist the full governing body in fulfilling its duty in the role, a sub-committee will meet at least once a term and report back to the full body. Policy statements and decisions affecting the budget or the timetable will be reported back to the full governing body for discussion and ratification. The sub-committee will act as a reference point for the Head and relevant members of staff, and will act to advise and support them in developing curriculum and assessment at Holy Trinity. Decisions and discussions will refer to the overall policy and ethos of the school, in particular Holy Trinity's aim of ensuring that all children reach their potential and are taught in a "well-organised yet nurturing atmosphere that values diversity".

MEMBERSHIP

The Committee shall comprise a minimum of 3 members of the governing body in addition to the Head Teacher. The Committee shall appoint a Governor responsible for SEND and another responsible for Pupil Premium.

QUORUM

The quorum shall be 3 members, including the Head Teacher or the Head Teacher's delegated representative.

FUNCTION

The Committee shall act on behalf of the governing body in carrying out the following functions which have been delegated to it by the governing body:

1. To monitor the work of the school, ensuring that adequate arrangements are made in school for the delivery of the National Curriculum.
2. To ensure that the results of statutory assessments are reported to parents through the child's Annual Report and the website.
3. To ensure that the school has a written policy on sex education and keeps written records of decisions made in this area. Also to ensure that parents know of their rights to withdraw children from non-statutory sex education lessons.
4. To ensure that the school has a policy on religious education and provides collective worship in accordance with the law and that parents know of their rights to withdraw pupils from such worship.
5. To review all other curriculum policies as they become school priorities.
6. To assist curriculum development in the school by identifying needs and priorities including those relating to staff development.
7. To monitor the school's progress on key issues identified by OFSTED and to oversee curriculum aspects of the school's own development plans.

8. To ensure that curriculum needs are clearly identified in the school improvement plan and make recommendations for resourcing to the Finance Committee.
9. To receive reports from school improvement team leaders on specific curriculum areas in line with the school improvement priorities.
10. To receive regular reports (at least annually) from the headteacher and/or the inclusion leader in order to:
 - monitor the provision made for pupils with special educational needs (SEND);
 - keep the school's SEND policy under review and recommend any changes to the governing body for approval;
11. To determine complaints made by parents on curriculum matters where such complaints have been referred to the governing body under the LA complaints procedure.
12. To keep the terms of reference under review and recommend any changes to the governing body prior to the annual review of committees.
13. To determine any other matters referred to the Committee by the governing body.
14. To monitor RAISEonline with specific reference to equal opportunities, in comparison with similar schools.
15. To monitor expenditure links with standards (eg Booster money, Inclusion money).
16. To monitor KS1 & KS2 SATs predictions and action plans.
17. To monitor progress trackers.

MEETINGS AND REPORTING

The Committee shall meet as necessary, normally once a term, and shall report termly to the governing body.

REVIEW

These terms of reference will be reviewed each year.

This version was adopted by the Full GB on 12 November 2025 and will be reviewed annually.