



BLESSED HUGH FARINGDON CATHOLIC SCHOOL

CURRICULUM AND PERSONNEL COMMITTEE TERMS OF REFERENCE 2025-26

1. PURPOSE

This Committee is responsible for ensuring that:

- There is a focus on raising standards and outcomes for pupils
- The quality of teaching in the school is good or outstanding
- Teachers are consistent in delivering the curriculum and clear accountability arrangements for this exist
- The proportion of pupils reaching and exceeding their targets is high
- Parental engagement is high and positive
- The headteacher shows strong and effective leadership with respect to high achievement for all students
- Retain an oversight of the 3 Year Corporate Strategy

2. COMPOSITION

A minimum of five ordinary Governors, one of whom should be the Head teacher and any other advisory members as the Governing Body shall see fit.

3. QUORUM

The meeting will be quorate if there are 3 governors present. The presence of the Head teacher, or representative, is preferred.

4. FREQUENCY

The committee will meet not less than five times each year.

TERMS OF REFERENCE

1. Curriculum

- To consider and advise the Governing Body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- Ensure an appropriate amount of time is allocated to the teaching of each subject
- Review and where appropriate amend policies relating to the curriculum

2. Teaching and Learning

The Committee will monitor the quality of teaching and learning within the school by:

- Being assured about the process in place to track and evaluate pupil progress
- Receiving reports from the Head Teacher and Senior Leadership Team on the quality of teaching and learning

- Receiving information about how well groups of learners are guided and supported
- Ensuring that robust arrangements are in place to assess/test pupil progress
- Supporting the school in ensuring high expectations for all pupils and that all pupils have equal opportunities to achieve their potential

3. Pupil Achievement

- Receive regular reports on pupil achievement and be assured on this
- Ensure that arrangements to monitor pupil progress are robust and used to inform further interventions required and the impact of these
- Analyse pupil achievement in BHFT compared to comparator schools
- Receive, analyse and comment on the Schools analysis of its process for monitoring pupil achievement

4. Personnel

- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To draft and keep under review the staffing structure in consultation with the Head teacher and the Finance Committee
- To establish and review policies relating to matters of Curriculum and Personnel including but not limited to:
 - Capability of Staff (Teaching)
 - Capability of Staff (Non-Teaching)
 - School Behaviour
 - Sex and Relationships Education
 - Special Educational Needs
 - Report on Special Educational Needs
 - Teachers' Appraisal
 - Teachers' Pay
 - Behaviour Principles Written Statement
 - Complaints Procedure Statement
 - Home School Agreement
 - Equality Information and Public Sector Equality Duty Objectives Statement
 - Staff Discipline, Conduct and Grievance
 - Child Protection Policy and Procedures
 - Statement of Procedures for Dealing with Allegations of Abuse Against Staff
 - Supporting Pupils with Medical Conditions
 - Leave of Absence
 - Racist Incidents or Abuse
- To delegate the process of the appointment procedure to the Head teacher for all staff with the exception of the Senior Leadership Team (SLT) as defined in the staffing structure and the Head of Departments of R.E. Maths, English, Science and the 6th Form.
- To oversee the process leading to staff reductions

- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To receive regular reports from Departments as defined at the first meeting of the year
- Additional items as the Governing Body may wish to include

5. Disqualification

Any relevant person employed to work at the school other than as the Head Teacher, when the subject for consideration is the pay or performance review of any person employed to work at the school