

**LONGHILL HIGH SCHOOL  
GOVERNING BOARD**

**CURRICULUM AND STANDARDS COMMITTEE**

**TERMS OF REFERENCE 2016-17**

**Membership**

The Curriculum and Standards Committee will comprise a minimum of five Governors and the Headteacher. All members are entitled to vote. The Governing Board appoints the Governor members of the Committee. The Headteacher is an ex-officio appointment. The Chair of Governors is invited to attend all Committee meetings and is entitled to vote.

**Chair**

The Curriculum and Standards Committee will elect one of the Governor members as Chair of the Committee and one as Vice-Chair of the Committee at its first meeting of the academic year. In the Chair's absence, the Vice-Chair will take the role of the Chair.

**Quorum**

The quorum will be three Governor members.

**Reporting**

The Curriculum and Standards Committee reports to the Longhill School Governing Board. The minutes of the Committee will be a standing item on every scheduled meeting of the Governing Board. A copy of the latest minutes shall be distributed with each Governing Board agenda.

**Meetings**

The Curriculum and Standards Committee shall meet at least once per term. Minutes shall be taken at every meeting of the Committee. The minutes shall be taken by the Clerk for the Governors. In the absence of the Clerk, the minutes shall not be taken by the Chair of the Committee. The minutes of the previous meeting shall be distributed with each agenda, and, if agreed as a correct record, signed by the Chair of the Committee.

**Review of Terms of Reference**

The Terms of Reference of the Curriculum and Standards Committee shall be reviewed annually by the Committee, with any recommendations sent to the next available Governing Body meeting for ratification.

**Responsibilities**

The Curriculum and Standards Committee is responsible for ensuring that the school follows the National and School Curriculum; that academic standards are met and improved; that target setting, mentoring, monitoring and evaluation takes place and that policies delegated to the Committee by the Governing Body are developed and reviewed.

**Governor Training**

It is the responsibility of Governors to attend courses relevant to their role on the Committee.