

SHAW WOOD ACADEMY



Curriculum Working Group Terms of Reference

Date Prepared: June 2022	Prepared By: KWS	Review Date: July 2023
Approved By Governors:	Signed By Chair:	Dated By Chair:

1 Constitution

1.1 The Board of Trustees (the Directors) of Armthorpe Shaw Wood Academy hereby resolves to establish a working party of the Trust Board to be known as the Curriculum Working Group

2 Membership

2.1 The Working Group shall have a minimum of three members. A majority of Committee members must be Directors of the Trust Board, and the Directors will ensure group members have the necessary skills, background and experience to properly fulfil the functions.

2.2 The Working Group's current members are set out in Schedule 2.

2.3 There will be no allocated chair to the working group as each responsibility will be carried out over the academic year

3 Remit and responsibilities of the Committee

3.1 The Working Group shall be responsible for the matters set out in the Schedule.

4 Proceedings of Working Group

4. The quorum for the transaction of the business of the working group is 1 to allow teams or specific link governors to carry out their responsibilities

4.1 Every matter that requires a formal decision must be brought to the full governing body.

4.2 A register of activity shall be kept for each responsibility by way of an evidence form and fed back termly at the Fully Governing Body.

5 Authority

5.1 The Committee is authorised by the Trust Board to:

5.1.1 carry on any activity authorised by these terms of reference; and

5.1.2 seek any appropriate information that it requires from any officer of the Trust (and all officers shall be directed to co-operate with any request made).

6 Reporting Procedures

6.1 Within 14 days of activity the members will:

- 6.1.1 provide a summary document identifying
 - (i) activities undertaken
 - (ii) recommendations to the Trust Board,
 - (iii) any items for the information of the Trust Board and
 - (iv) items for further discussion by the Trust Board.

6.2 The evidence forms will be sent to the Trust Board within 21 days following each activity

6.4 The working group shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.

6.5 The Committee shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Trust Board.

Schedule 1

Responsibilities of the Curriculum Working Party

Data & Performance

1. To interpret the school's attainment, pupil progress and attendance data
2. To interpret and compare the predicted results and actual results for KS1 & KS2 SATs Data, Phonics and Times Tables checks.
3. To compare the school's performance data with national/local data and data for similar schools (Benchmarking)
4. To challenge, when necessary, the data analysis of the headteacher and senior leaders at termly meetings and governing board meetings
5. To work with the headteacher at termly meetings to analyse the school's projected improvement in the next year's data
6. To ensure all data matters, including both past and future projections are discussed and explained to governing body
7. To support fellow governors, make links between data from the headteacher's assessment of the quality of teaching and its impact on school performance
8. To advise governors involved in the performance management of the headteacher on the relevant data
9. To use knowledge and understanding to robustly defend the school's data record during Ofsted inspections
10. To ensure school has effective processes relating to self-evaluation
11. The chair/vice chair to ensure excellent quality and relevant information is available to all governors

Curriculum

12. To monitor the implementation of changes to the school curriculum in line with national and local guidelines, legislation and requirements
13. To evaluate information from the head, subject leaders and staff about how the curriculum is taught, evaluated and resourced, report to full governing body
14. To agree the policies for sex & relationships and collective worship
15. To develop and review a monitoring procedure and cycle for governors focussing on specific areas of the curriculum, linked to the School Improvement Plan. Link to an agreed programme of governor visits at full governing body level.

16. To establish/recommend as appropriate the policy and protocol for governor visits to the school. Ensure all governors are aware of and following the agreed structure by monitoring its implementation.
17. To ensure the continued knowledge and understanding of governors in respect of the National Curriculum
18. To monitor and evaluate the provisions of the curriculum to account for the needs of children with SEND (Special Educational Needs and Disabilities), Disadvantages and including gifted and talented children
19. To ensure statutory information relating to the curriculum is published on the school website including:
 - The content of the curriculum by academic year and subject
 - How parents (including prospective parents) can obtain further information in relation to the curriculum
 - Key Stage 1 phonics and reading schemes in operation.

20 Ensure the school provides opportunities for the spiritual, moral, social and cultural (SMSC) development of their pupils including the promotion of “fundamental British values”. The Department for Education (DfE) defines these values as:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect for and tolerance of those with different faiths and beliefs

Schedule 2

Members of the Working Group

Members of this working group are:

Tamala Simmons

Samantha Blakeley

Rebecca Woodward

Matt Ridley

Members with specific Linked Governor Responsibilities are:

Link Governor for Data: Matt Ridley & Craig Scholes