

**St. Crispin's**  
**Excellence for all**



**St Crispin's School Document:**

Term of reference for **LAB Curriculum and Pastoral** committee

Author: Deputy Headteacher                      Approver: CP Committee

Owner: CP committee                                Version: 1.0

Date: At conversion                                Next review: Annually

Ratified: Advisors

Changes History:

Version	Date	Amended by:	Substantive changes:	Purpose
1.0	5 <sup>th</sup> June 2017	Paul Jeffery	First release under the LAB structure.	First release
1.1	27.03.18	Diana Anderson	Addition of Chair and Vice Chair; amended list of policies	
1.2				
1.3				

## **1 Membership**

The Chair of this committee is: Lilian Yeo

The Vice Chair of this committee is: Simon Cutler

There will be a minimum of four Advisors on this committee. Any Trustee or Member may attend this meeting as an observer but does not have any voting rights at the committee meeting. The Chair of this committee may invite other people to contribute to the committee meeting but they do not have any voting rights.

The appointed persons (no voting rights, unless Headteacher who is also an Advisor) to serve this committee are: Deputy and Assistant Headteachers

The Clerk to Advisors will be responsible for taking minutes and issuing them to all Advisors.

The position of Chair and Vice Chair of this committee will be agreed annually at the first meeting of the academic year. At such time this document will be reviewed and ratified for accuracy and completeness.

## **2 Quorum**

The committee will be quorate when there are three Advisors (eligible to vote) present.

At the beginning of each committee meeting the Chair of the committee is required to ask if there are any declarations of interest. If any interest is declared the Chair of the committee will make clear at the beginning of the meeting how the interest will be dealt with this, may include but is not limited to a removal of voting rights regarding a specific agenda item. It is a requirement and duty of all Advisors to prevent a conflict of interest from affecting any decisions made.

## **3 Meetings**

There will be a minimum of one meeting per term; others will be convened as required.

It is acceptable for an Advisor to be in attendance via phone or video conference.

Agendas will be agreed with the Chair of the committee and the person serving the committee and will be distributed to members with any associated papers by the Clerk to the Advisors 1 week in advance of the meeting.

Generally, if all present agree, a new item of business can be introduced on the day of the meeting.

Minutes will be agreed with the Chair of the committee and the Clerk to the Advisors and will be distributed 1 week after the meeting.

#### **4 Functions and responsibilities**

1. Encourage, challenge and monitor the development of high quality curriculum and pastoral provision across the school.
2. Encourage, challenge and monitor curriculum and pastoral policies including :-
  - a. Sex and PSHCE policies
  - b. Behaviour Policy
  - c. Special Educational Needs Policy
  - d. Curriculum policy including the delivery of Religious Education
  - e. Attendance Policy
  - f. Home/School agreement
  - g. Supporting pupils with medical conditions
  - h. Exam and Controlled Assessment Procedure
  - i. Provider Access Policy
  - j. Assessment, Recording and Reporting Policy
3. Encourage, challenge and monitor the Prevent agenda across the curriculum
4. To set, publish and monitor targets for pupil achievement at the school
5. Report all exclusions (fixed term or permanent) and managed moves
6. All decisions of this committee will be reported at the next Full Advisors Board

#### **5 Emergency Power**

Urgent decisions normally requiring consultation with this committee can be taken by the Chair of the Committee and Headteacher if it is not reasonable to delay the decision until the next committee meeting. Every effort must be made to inform and garner the opinions of all members of the committee via electronic/verbal communication before any decision is confirmed.