



Foundations for Children Nursery Schools Federation

Curriculum, Teaching & Learning (CTL) Committee

Terms of Reference

September 2023 to August 2024

Purpose

- **To ensure effective teaching and learning at each school and act as a critical friend to the Executive Headteacher and staff in each school.**
- **To monitor and ensure best outcomes for children and families at each school.**

Quorum: Executive Headteacher + 3 governors

Associate Members:

- Deputy Head – Croyland
- Deputy Head – Highfield
- Deputy Head – Parklands
- Deputy Head – Camrose
- SENCO – Croyland & Highfield
- SENCO – Parklands
- SENCO – Camrose

The committee may recommend the appointment of other Associate members with agreement of the Full Governing Body (FGB).

Chair/Vice Chair: A Chair and Vice Chair will be appointed by the committee annually.

Minutes:

- Minutes will be produced by the Clerk to the Governing Body. Those minutes will constitute the basis of the Committee Chair's report to the FGB and will be circulated to all members with the agenda for the next full meeting of the Governing Body.
- Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

Meetings:

- The committee will meet a minimum of three times per year. An agenda will be devised by the Committee Chair and the Clerk in collaboration with the Executive Headteacher, and circulated seven days prior to the meeting.
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.
- In the absence of the Committee Chair, the committee shall choose an acting chair for that meeting from among their number.

Policies: The committee is responsible for amending, and adopting all (non-statutory) policies that have been allocated to it (see Appendix 1).

Curriculum

- Advise the FGB on the schools' statutory obligations regarding the Early Years Foundation Stage curriculum and other curriculum-related matters.
- Ensure effective teaching and learning by overseeing curriculum plans, the learning environment at each school, and children's rates of progress and achievements (including any underachieving groups).
- Monitor the wellbeing, involvement, behaviour, safety and guidance of children.
- Monitor and evaluate provision for all groups of vulnerable children (including SEND, Early Years Pupil Premium (EYPP) and Child in Care (CIC)), ensure all their needs have been identified and addressed, and evaluate their progress and achievement.
- Monitor parental engagement and the schools' efforts to promote this.
- Monitor partnerships with other relevant organisations and the impact of these on children's learning.
- Monitor and support the Executive Headteacher in relation to applications, admissions and the exclusion of children.
- Oversee arrangements for educational visits.
- Monitor and review each school's transition arrangements.
- Ensure all policies related to curriculum, teaching, learning, outcomes and the wellbeing of children are adopted and monitored (see Appendix 1).

Other

- Act on matters delegated by the FGB.
- Consider safeguarding and equalities implications when undertaking all committee functions.
- Ensure effective communication by regular feedback to the FGB.

Reviewed by CTL Committee: 4th October 2023

Agreed by FGB: 10th October 2023

Appendix 1

Policies – Curriculum, Teaching & Learning Committee

The FGB delegates the authority for review and ratification of the following policies to the Curriculum, Teaching & Learning (CTL) Committee:

- Accessibility Plan (including audit checklist)
- Attendance Policy (Children) (Camrose)
- Home Visiting Policy (Camrose)
- Student Policy (Camrose)

The following policies will be reviewed by the CTL Committee and then ratified at the next FGB meeting:

- Curriculum Policy
- Behaviour Policies

The Executive Headteacher will inform the CTL Committee of updates to and reviews of all other curriculum, teaching, learning and children's wellbeing policies not listed above.

Any newly created curriculum, teaching, learning and children's wellbeing policies will be taken to the next FGB meeting for initial review/ratification and will be added to the above policies list as appropriate.

Policies will be circulated to governors via the Governor Hub system. Governors will submit their comments and questions either on Governor Hub or by email, with a view to ratification of the policy at the next relevant CTL Committee or FGB meeting (as outlined above).