

## Oldfield School Governor Role Specification

<b>Governor Role</b>	<b>Chair of Curriculum Committee</b>	<b>Name of Governor:</b> Nick Regan
----------------------	--------------------------------------	----------------------------------------

**In addition to the responsibilities outlined in the general role specification for lay governors, the Chair of the Curriculum Committee will undertake the following duties:**

<b>1.</b>	To understand the Terms of Reference (TOR) of the Curriculum Committee and the full scope of its remit as a Converter Academy, understanding the additional freedoms an Academy has to tailor its curriculum offer to best suit the needs of the student cohort in accordance with the <i>Academies Act 2010</i> , but remains compliant with <i>The Children's Act 2004</i> , and the <i>UN Convention on the Rights of the Child 1989</i>
<b>2.</b>	The Chair of the Curriculum Committee will lead the remaining Committee members in ensuring that the Academy meets its statutory obligations under the Academy's Funding Agreement and Articles of Association in accordance with the Committee TOR and <i>The Academies Act 2010</i>
<b>3.</b>	To revise the TOR to ensure that it remains compliant with the Funding Agreement and possible significant statutory changes, and to ensure that all alterations are reported to and approved by the Full Governing Body (FGB)
<b>3.</b>	To Chair each meeting (or ensure that another governor is able to deputise in case of sickness or absence) and ensure that the Head Teacher is constructively challenged and properly held to account
<b>4.</b>	To ensure significant issues are reported to other governor committees as appropriate, including reporting a summary of Curriculum Committee business to each meeting of the FGB
<b>5.</b>	To lead the Curriculum Committee in reviewing and evaluating all procedures and policies relating to Curriculum and Curriculum delivery
<b>6.</b>	Ensure that training is current and refreshed where necessary (detailed at Annex A). The Chair should take a lead in keeping abreast of changes in statute, new examinations, and be capable of interpreting data tracking in school, including benchmarking and RAISEonline, and constructive challenge to the Head Teacher
<b>7.</b>	Be aware of the student cohort including students with Special Educational Needs (SEN) and children in vulnerable categories to ensure that their achievement is tracked, and gaps in achievement are closed. This includes an understanding of how Pupil Premium is being used to raise achievement.
<b>8.</b>	Ensure that each meeting is properly minuted and that the minutes are a true and accurate record of the matters discussed, signing a declaration to this effect.
<b>9.</b>	For the duration of the imposition of the Interim Academy Board (currently until August 2015), the Chair of Curriculum will also be a member of this board and shall be responsible for ensuring that initiatives agreed by the IAB in accordance with the School Action Plan, where they relate to Curriculum matters, are properly implemented by the Curriculum Committee
<b>10.</b>	Set the 12 month forward plan for Curriculum Committee business by September each year.

## Oldfield School Governor Role Specification

### Annex A

#### Training for Role

<b>Training Course</b>	<b>Provider</b>	<b>When</b>	<b>Where</b>
Safer Recruitment	B&NES	As soon as possible	<a href="http://www.education.gov.uk/e-learning/login/index.php">http://www.education.gov.uk/e-learning/login/index.php</a>
Exclusions	B&NES	See B&NES see training programme	Fry's Conference Centre, Keynsham
RAISEonline Secondary + post 16	B&NES	see training programme	Fry's Conference Centre, Keynsham

Additional guidance for safeguarding can be obtained from the National Governors' Association (NGA) and National Leader of Governance (NLG). It is also recommended that Curriculum governors read the *Times Educational Supplement (TES)* and familiarise themselves with relevant information contained in the EfA website regarding the secondary curriculum.

#### DECLARATION

I, [Name], confirm that I have read the above role specification and fully understand the role and responsibilities of Chair of the Curriculum Committee and agree to undertake them in good faith and to the best of my ability.

Signed \_\_\_\_\_ Date \_\_\_\_\_