

# Hove Learning Federation

## Curriculum & Inclusion Committee

### Terms of Reference

**Reviewed: October 2025**

**Next Review: Autumn 2026**

|    | Governor Name        | Governor Role                                                                           |
|----|----------------------|-----------------------------------------------------------------------------------------|
| 1  | David Karp           | Curriculum & Inclusion Committee Chair<br>Maths, EYFS & early years promo Link Governor |
| 2  | Tom Edwards          | DA/EAL/PP Link Governor<br>Equalities Governor                                          |
| 4  | Alex Scott           | English Link Governor                                                                   |
| 5  | Caroline Kemp-Harris | Staff Governor                                                                          |
| 6  | Ollie Tunmer         | Parent Governor                                                                         |
| 7  | Madeleine Southern   | Executive Headteacher                                                                   |
| 8  | Sam Ledger           | Deputy Headteacher & Curriculum Lead                                                    |
| 9  | Niamh O'Shea         | Deputy Headteacher & Curriculum Lead                                                    |
| 10 |                      |                                                                                         |

|                     |            |
|---------------------|------------|
| <b>Chair</b>        | David Karp |
| <b>Vice Chair</b>   | N/A        |
| <b>Senior Clerk</b> | Tom Way    |

#### General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To agree strategic targets for relevant sections of the School Development/Improvement Plan.
- To monitor the implementation and impact of relevant sections of the School Development/Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

#### Membership

- Membership shall consist of not less than four Governors, including the Headteacher or their representative.
- The Committee shall have such co-opted non-voting members as the Governing Body shall appoint. The Committee may make recommendations for these appointments.
- The Committee shall elect a Chair and Vice Chair from their number at the beginning of each academic year.

#### Quorum

- A minimum of 50% of committee members is needed for the meeting to be quorate.

## Meetings

- Committee meetings will normally be held once per term.
- The 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.
- The committee should elect a chair and deputy chair by majority vote, whenever there is a vacancy. The term of the chair and deputy chair will run until the first committee meeting of the next school year.
- In the absence of the chair and deputy chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk, the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).
- The draft minutes of each meeting will be circulated with the agenda, by the clerk, for the next ordinary meeting of the full governing body – and will be presented at that meeting by the chair.
- The draft minutes of each meeting will be circulated by the clerk at least one week before the next committee meeting, for approval by the committee.
- Any decisions taken must be determined by a majority of votes of committee members present and voting. In the event of a tie, the chair of the meeting will have a casting vote.

## Curriculum planning and delivery

- To review, monitor and evaluate the curriculum offer.
- To ensure that the curriculum is broad, balanced, relevant and creative - and that any statutory requirements are met.
- To ensure that the curriculum is inclusive.
- To ensure that the requirements of children with special needs are met in the planning and implementation of the curriculum, as laid out in the SEND Code of Practice.
- To review the impact that Pupil Premium resources are having on the intended pupils.
- To ensure that technology is being used effectively and appropriately to promote learning and progress.
- To develop and review the schools' Curriculum Policy and to ensure that this policy is operating effectively.
- To advise the Finance & Leadership committee on the relative funding priorities necessary to deliver the curriculum.

## Assessment and improvement

- To ensure that the schools are setting realistic and challenging targets for the progress of all pupils.
- To monitor and evaluate the impact of quality of teaching on pupil progress and standards of achievement.
- To ensure that the schools are working actively to close any attainment gaps that exist between different pupil groups.
- To set priorities for improvement, and monitor and evaluate the impact of action plans which relate to the committee's area of operation, including:
  - assessment and progress/attainment
  - curriculum planning and delivery
  - equalities, diversity and inclusion
  - personal development of pupils

- To monitor and evaluate provision for all groups of vulnerable or disadvantaged children, to ensure that their needs have been identified and addressed, and to evaluate their progress, achievement and engagement.
- To develop and review the schools' Assessment Policy to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the schools (e.g. Ofsted, local school improvement advisers, peer reviews), agree actions as a result of these reviews, and evaluate regularly their implementation.
- To ensure that all children have equal opportunities.

### Engagement

- To identify and celebrate pupil achievements.
- To gather pupil voice, and to ensure that appropriate actions are taken in response.
- To ensure that the schools are engaging appropriately with parents and carers in relation to teaching, learning, curriculum delivery and inclusion.
- To monitor arrangements for educational visits.
- To ensure that the schools identify and celebrate their strengths.

### Miscellaneous

- To ensure that the Early Years Foundation Stage meets all statutory requirements and follows current best practice.
- To develop and review all policies delegated to this committee, for recommendation to the Full Governing Body.
- To review and verify appropriate sections of the schools' self-evaluation documentation, including being involved in the collection of evidence where appropriate.
- To set and review governor monitoring arrangements in the following areas:
  - Assessment
  - Curriculum
  - Disadvantaged, EAL and Pupil Premium
  - Early Years
  - Personal Development