



## QUEENS' SCHOOL

*Dare to be Great*

### **The Curriculum and Staffing Committee Terms of Reference 2024-2025**

#### **Membership**

The membership to be reviewed at least annually by the Trust Board.

The Chair and vice chair will be elected by the Committee from the membership at the first meeting of the school year and will hold office for one year and may be re-elected.

The Clerk to the Trustees (Committees Only) will be the Clerk to the Committee and will remind the committee of the dates of the meetings as fixed by the Trust Board and take minutes. The Clerk will also provide a draft agenda to the chair at least 14 days before the meeting date.

**The chair, in consultation with the Headteacher, will finalise the agenda and arrange circulation.** The Committee will invite, as required, any relevant expert to the meetings to provide advice and information.

#### **Quorum**

At least three trustees.

#### **Meetings**

There will normally be at a minimum of three meetings per academic year. The meetings will normally begin at 7.00 pm. Meetings should end at 9.00 pm. If the Chair realises that the meeting will run beyond 9.00 pm s/he will put to the meeting at 8.45 pm, or thereabouts, a motion to continue business as appropriate and the motion will be put to a vote. If the motion is defeated, items not completed by 9.00 pm will be held over to the next meeting.

#### **Voting**

Trustees will only be eligible to vote if they have no conflict of interest. No vote on any matter can take place unless at least three trustees are eligible to vote. A resolution in writing by this committee, which includes a resolution in electronic/digital form, will be valid and effective as if it had been passed at a meeting. This resolution must be circulated and signed by all Trustees members eligible to vote. Trustees must sign and

return the relevant documentation circulated by a previously agreed method. It is not sufficient for Trustees to respond by stating their agreement only.

## **Terms of Reference**

The C & S Committee will be responsible, on behalf of the trust board, in relation to curriculum and staffing matters, to:

- Check that Queens' School complies with its statutory responsibilities.
- Use its collective experience and judgement to provide an additional perspective on the discussion of policies and practice within the school.
- Promote good practice and involvement in the School Plan and the School Self Evaluation Document.
- Advise and inform the Trust Board as necessary.

Its responsibilities will include:

## **Staffing**

To monitor, and where appropriate assist, with all aspects of the school's role as an employer including:

- Contracts of Employment
- Job Descriptions
- Equal opportunities
- Management structure
- Staffing provision
- Recruitment
- Redundancy
- Pension rights
- Retirement
- Disciplinary procedures
- Grievance procedures
- Staff development and training
- Staff appraisal policy
- Interviewing and appointing new staff
- Health and Safety issues

## **Curriculum**

- To monitor the content and delivery of the curriculum, including the National Curriculum and other statutory requirements.
- To monitor enrichment activities provided by the school.
- To monitor the performance and assessment of students.
- To assist the school in its aim to ensure that all students achieve their full potential.
- To consider issues relating to the welfare of students.
- To receive and consider annual departmental reports.

- To monitor and review all relevant school policies, including those for which the GB has a statutory responsibility.

**Trustee Approved: December 2024**

**Review date: December 2025**

**Queens' School (Bushey) Ltd (registered number: 076506090)**