



## **The Fields Children's Centre Curriculum and Equalities Committee Terms of Reference and Standing Orders 2019/2020**

### **1. Membership**

**The following full Governors are members:** Rikke Waldau (Head of Centre), Ann Abineri, Valerie Ashton, Ruth Holman, Rebecca Mack and Dawn Willis.

**The clerk is:** Ann Abineri.

**The following are Associate members:** Paula Champion (Equalities).

Associate members can vote (except on Admissions and Pupil Discipline)

### **2. Quorum**

The quorum is 3 members.

### **3. Meetings**

Members of the committee are entitled to seven days' notice of a meeting and to receive an agenda. A shorter timescale may be given if the committee chair decides the issue needs urgent attention.

Other members of the Governing Body may attend any meeting of any committee but they may not vote. The committee will meet at least quarterly.

### **4. Chairmanship**

The committee will be chaired by Rikke Waldau (2019/20)

The chair of the committee will be decided at the first meeting each year of the committee. If the Chair is absent from a meeting, a Governor may be elected to take the chair.

### **5. Partnership with the Head of Centre**

In carrying out its functions the committee will receive information and advice from the Head of Centre and other staff and will actively seek opportunities for wider consultation where appropriate.

The Head of Centre is entitled (but not obliged) to attend all committee meetings and is entitled to vote (unless not a Governor).

### **6. Standing Orders**

All committee meetings must be minuted. The minutes must be circulated with the agenda of the next full Governing Body meeting.

### **7. Terms of Reference**

**The Committee has delegated powers to carry out the following specific tasks:**

1. Monitor the progress and quality of the Early Years Foundation Stage.
2. Prepare and review a strategy for Centre improvement on the following outcomes:
  - Effectiveness of leadership and management
  - Outcomes for pupils
  - Overall effectiveness
  - Personal development, behaviour and welfare
  - Quality of teaching, learning and assessment
3. To review, amend and monitor the following Centre's policies, ensuring that policies are compliant with current legislation:
  - Accessibility Plan
  - Admissions Policy for Daycare
  - Attendance Policy and Procedures
  - Equality Policy (Including Race Equality)
  - Learning and Teaching (Curriculum) Policy
  - Nursery Admissions Policy (County)
  - Nutrition Policy
  - Physical Intervention Policy
  - Positive Behaviour Policy
  - Settling in Policy
  - Single Equality Statement and Equality Data
  - Special Educational Needs Policy
  - Working in Partnership with Parents Policy
4. Monitor termly the progress of children within identified groups (such as Early Years Pupil Premium, SEN or Most Able) and report to Governors.
5. Review of Parent Questionnaires.
6. Fulfil the statutory responsibilities as specified by the Equality Duty

**In addition the Committee will:**

1. Consider, as appropriate, and **make recommendations** on other related matters not specifically delegated by the Governing Body.
2. Contribute to Governing Body and school self-review with particular reference to OFSTED Self Evaluation Forms (SEF)
3. Plan, monitor and evaluate appropriate sections of the Centre Improvement Plan (CIP).
4. Prepare for the Governing Body any appropriate report to parents (or others) on matters relating to the work of the Committee.
5. Annually analyse and recommend actions in light of parental responses to the Centre questionnaire and report back to the Governing Body.

**Agreed by the full Governing Body on: 10<sup>th</sup> September 2019**

**Signed:** (Chair of Governors)