

Governors' Curriculum Standards and Quality (CSQ) Committee

TERMS OF REFERENCE

MISSION STATEMENT:

We at St Francis Xavier College aim to provide for the educational needs of our students in a Catholic environment that proclaims Jesus Christ, the Way, the Truth and the Life. We are committed to a community based on mutual respect where we recognise our responsibilities to ourselves and others.

1. PURPOSE AND SCOPE:

- 1.1. To fulfil Governors' responsibilities¹: approving the Quality Strategy of the College; the preservation and development of the educational character and mission of the College and the oversight of its activities.**
- 1.2. To keep under review and monitor the experience and levels of achievement of students at St Francis Xavier College**
- 1.3. To set and keep under review the framework for the pay and conditions of service² of staff employed at St Francis Xavier College**

2. MEMBERSHIP & ATTENDANCE:

- 2.1.** The Committee shall comprise of at least 6 members appointed by the Board of Governors (who may or may not be members of the Board of Governors) plus the Principal and the Associate Principal, Curriculum & Quality Improvement. New foundation / co-opted governors will be assigned to the committee on appointment.
- 2.2.** Staff and Student Governors shall not be eligible to serve on this committee.
- 2.3.** The Chair of the Committee shall be a governor member (excluding the Principal) and will be s/elected by the Committee to serve for a term of 2 years and shall be eligible for re-s/election
- 2.4.** The Committee will also s/elect a governor (excluding the Principal) to serve as co-Chair or Vice-Chair for a term of 2 years who shall be eligible for re-s/election.
- 2.5.** The Committee may invite advisers or other third parties to attend, or give presentations, at meetings of the Committee as appropriate (such persons shall not have a vote but shall be entitled to speak at the meeting).
- 2.6.** The Clerk to the Governors shall act as Clerk to the Committee.
- 2.7.** The Chair of Governors shall be entitled to attend meetings.
- 2.8.** The Committee will meet once a term³ and report to the full Governing Body.
- 2.9.** The agenda for each meeting shall be circulated to all governors and any of them (other than staff or student governors) may attend as non-members.

The quorum for decision making at meetings of the Committee shall be any three governor members and the Principal or Associate Principal, Curriculum & Quality.

3. TERMS OF REFERENCE

- 3.1.** To receive and scrutinise the College's annual Self-Assessment Report (SAR) and Quality Improvement Plan and present for approval to the Governing Body
- 3.2.** To oversee the process of self-assessment / evaluation of effectiveness of governance
- 3.3.** To monitor progress of curriculum areas identified as requiring improving in the SAR / QIP / post-inspection action plan

¹ Article of Government 5 (2) 2015

² Article of Government 5-(2) (f, g) 2015

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- 3.4. To receive, scrutinise and monitor exam results and outcomes
- 3.5. To agree and receive regular reports on performance indicators eg success rates, retention, achievement, value added, attendance and punctuality.
- 3.6. To receive regular monitoring reports on the quality of education including lesson observation summary reports, learner walks outcomes and link governor feedback reports.
- 3.7. To keep under review the Link Governor Protocol, oversee and monitor engagement with the Link Governor scheme.
- 3.8. To receive departmental / course monitoring reports as required. The Committee may receive reports / presentations focussing on curriculum initiatives and development presented by College managers other than members of the committee.
- 3.9. To ensure that the curriculum provision of the College is kept under review and that it anticipates and meets the needs of students, parents, the Archdiocese of Southwark and other stakeholders. To monitor and review biennially the College's Quality Strategy and recommend this for approval to the Governing Body
- 3.10. To consider the requirements of the OfSTED Education Inspection Framework (EIF) and the Catholic Schools' Inspection framework in relation to the-Quality of Education
- 3.11. To receive regular reports on the students' experience of SFX including learner voice feedback, student surveys and complaints relating to teaching and learning and/or assessment
- 3.12. To advise the Governing Body on all strategic personnel issues, which may include staffing and recruitment and development of staff, including senior staff
- 3.13. To present for adoption by the Governing Body, as necessary and after the required consultation, policies and procedures relating to employment, including, but not limited to, recruitment, induction, appraisal, discipline and grievance, equality and diversity.
- 3.14. To advise and support the Principal on any employment matters concerning his / her delegated responsibilities for the appointment, assignment, grading, appraisal, development and performance management of staff.
- 3.15. To advise the Governing Body that procedures are in place for consultation with staff and Trade Unions on national and local issues and developments in staff conditions of service - and to advise the Governing Body of any collective bargaining arrangements that are in place, ensuring awareness of any changes that may be made to these.
- 3.16. **APPEALS:**
To be responsible for hearing or for convening an Appeal Panel of at least three Governors to hear Appeals for example an appeal against dismissal. The Chair of the Appeal shall be a Foundation Governor. To keep under review guidelines and training for governors hearing appeals.

Terms of reference to be routinely reviewed every two years. Next review May/June 2023