

Lever Edge Primary Academy



Building and Curriculum Committee Remits

Reviewed Autumn Term 2024

Building Committee

Members:

Mrs K James, Mr J Shepley (Chair), Mrs A Sultan (Vice Chair), Mr D Crosby, Mrs F Umal. Mrs K Dugdale, Mrs M Patel, Mr Millington (Board Observer) and Mrs Concannon (Board Observer)

Terms of Reference:

- To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety;
- Annually to inspect the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the Board of Trustees;
- To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation;
- To oversee the preparation and implementation of contracts;
- To ensure that the school complies with Health and Safety Regulations;
- To ensure that Trustees' responsibilities are discharged regarding litter under the Environmental Protection Act 1990;

Composition

As noted in the Academy Trust handbook 2023 staff employed by the Trust should not be members of Building Committee however, the Head Teacher, in his/her role and/or the School Business Manager and Site Manager, in their role, will normally attend meetings of the Committee.

Quorum

The number of members of the Building Committee should be no less than three Trustees.

Frequency of Meetings and Proceedings

Meetings shall be held three times a year and at such other time as the Chair of the Committee shall deem to be appropriate to coincide with key dates in the Academy's reporting cycle.

Policies

The building committee is responsible for deciding and reviewing, on an annual basis, the contents of the following policies:

- Health and Safety Policy
- Fire Safety
- Invacuation
- Risk Assessment

Curriculum Committee

Members:

Mrs K James, Mr J Shepley (Chair), Mrs A Sultan (Vice Chair), Mr D Crosby, Mrs F Umal, Mrs K Dugdale, Mrs M Patel and Mrs Concannon (Board Observer)

Role

The main function of the Committee is to hold the Academy to account for the progress and achievement of all pupils. and to ensure monies received for disadvantaged pupils has a positive impact on their outcomes.

Terms of Reference:

- to review Curriculum and SEN Policies;
- to monitor pupil progress across the school;
- to set targets of achievement for the end of KS2;
- to raise awareness of curriculum content in the Board of Trustees Meetings to enable involvement in School Development Plan;
- to contribute to the evaluation and review of School Development Plan;
- to identify areas requiring consideration in preparation for OFSTED Inspection;
- To ensure monies received for disadvantaged pupils has a positive impact of their outcomes
- To ensure that all children have equal opportunities

Complaints Committee

Terms of Reference:

- to hear any eligible complaints relating to the school's curriculum under S.409 of the Education Act 1996 in accordance with the Trustees' agreed arrangements (with reference to the Education Funding Agency, where appropriate)
- to hear any complaints which do not fall into the category of a curriculum complaint, including any about the school's SEN provision, which are referred to Trustees.

Composition

As noted in the Academy Trust handbook 2023 staff employed by the Trust should not be members of Curriculum Committee however, the Head Teacher, in his/her role and/or the School Business Manager in their role, will normally attend meetings of the Committee.

Quorum

The number of members of the Curriculum Committee should be no less than three Trustees.

Frequency of Meetings and Proceedings

Meetings shall be held three times a year and at such other time as the Chair of the Committee shall deem to be appropriate to coincide with key dates in the Academy's reporting cycle.

Policies

The curriculum committee is responsible for deciding and reviewing, on an annual basis, the contents of the following policies:

- SEND Information Report and SEND Policy
- Behaviour Policy
- Anti-bullying and anti-harassment Policy
- Supporting pupils with medical needs policy