

## Terms of reference of the Pupil Welfare/Pastoral Committee

<b>Membership</b>	<p>5 governors, one of whom will act as chair. The current membership of the committee is:</p> <ol style="list-style-type: none"><li>1. Mrs Aileen Ferguson - Chair</li><li>2. David Deane</li><li>3. Mr Tony Leith (CoG)</li><li>4. Father David MacFarlane</li><li>5. Paula Garrity Jennings</li></ol>
<b>Chair</b>	<ul style="list-style-type: none"><li>• To be appointed by the full governing body</li><li>• The governing body can remove the chair at any time.</li></ul>
<b>Quorum</b>	3 governors.
<b>Meetings</b>	<ul style="list-style-type: none"><li>• Meetings will be held at least once each term.</li><li>• The chair can convene extra committee meetings if required but must give at least 7 days clear notice.</li></ul>
<b>Agendas</b>	To be agreed by the chair of the committee and circulated to all governors at least 7 days before the meeting. Accompanying papers to be circulated to members of the committee only.
<b>Minutes/ confidential minutes</b>	<p>To be circulated to all members of the committee as soon as possible after the date of the meeting, and with the agenda papers for the next full governing body meeting, for all other governors.</p> <p>Minutes to include a brief summary of items discussed, decisions made and/or a record of any proposals/recommendations for the governing body to consider, and clear reasons for decisions taken.</p> <p>Confidential minutes should only be circulated to the members of the committee.</p>
<b>Review</b>	Membership and terms of reference to be reviewed annually at the autumn term governing body meeting

### The terms of reference for this committee are:

#### Safeguarding

- Review the schools safeguarding policies including the safeguarding/child protection policy on an annual basis and the attendance, behaviour, e-safety policy and managing allegations policy regularly.
- Monitor the implementation of the policies to ensure they are operating effectively, including how the school identifies vulnerable pupils and how they are supported.
- Keep under review the provision and arrangements for pupils with special

educational needs (SEN) and make any appropriate recommendations to the governing board.

- Monitor links with external agencies.
- Receive regular reports from the Safeguarding/child protection governor and the SEN Governor.
- Ensure the safeguarding governor completes an annual safeguarding check (the '*Keeping children safe in education checklist*') on an annual basis and ensure any recommendations, following the completion of the checklist are implemented.
- Ensure a check of the Single Central Record is carried out on a regular basis as agreed by the committee and the outcome of the check reported to the committee.
- Monitor that the safer recruitment training and safeguarding training for staff and governors is up to date and that the safeguarding governors receives regular appropriate training, including regular updates on the training and development of the Designated Senior Person for Safeguarding and the SENCO.
- Receive reports about IT and internet security and filtering, attendance, behaviour, exclusions, racist incidents, use of force or restraint, assaults against staff.
- Ensure pupil records are kept safely and the data protection and GDPR (General Data Protection Regulation) duties are implemented.

## **Pupil welfare, attendance and behaviour**

- To monitor the extent to which pupils enjoy and have a positive attitude to learning and have respect for each other and adults, and the school environment, facilities and equipment, and contribute and respond to the school's culture.
- To monitor the extent to which pupils, including those from different groups, contribute to the school and wider community and engage in decision making or consultation about issues which affect the quality of their learning.
- To liaise appropriately with the School Council and ensure that the Governing Board is informed of pupils' views and responds appropriately.
- To monitor the effectiveness of support in promoting personal development and well-being and the effectiveness of partnerships in promoting well-being.
- To monitor pupil attendance, punctuality and the follow-up procedures for absent pupils and the impact of the school's strategies to improve behaviour and attendance.
- To monitor the effectiveness of the attendance and behaviour policies in promoting good attendance and behaviour respectively.
- To monitor the types, rates and patterns of bullying and harassment and the effectiveness of the school's actions to prevent and tackle all forms of bullying and harassment, including any relating to prejudice against any particular groups e.g. race, religion and belief, sex, sexual orientation, gender reassignment, and SEND.
- To monitor any actions taken under the PREVENT duty and the schools actions in tackling and preventing discriminatory and derogatory language and the school's response to extremist or discriminatory behaviour.
- To review and approve any changes to the school policies on pastoral care, welfare, health and safety, pupil dress and appearance, following consultation with the HT, staff, pupils and parents.
- To monitor, evaluate, review and approve any changes to all child protection, safeguarding and looked after children procedures and policies at least on an annual basis.
- To monitor, evaluate and review the attainment, achievement and provision for

looked after children and young carers at least on an annual basis.

- To gather the views of pupils, parents and stakeholders about the service provided by the school and to use this information to make improvements across the school provision.
- To provide a link to, and liaise with, the pupil's school council and the parent's council or consultative groups.

## **Parents and the community**

- To monitor the effectiveness of communication between the school and parents and other stakeholders, including reporting to parents.
- To receive any reports on the views of parents from the school.
- To ensure the parents are aware of their right to withdraw their child from RE and collective worship.
- To ensure the school website meets statutory requirements and is reviewed regularly in line with regulations and best practice advice.
- To monitor and review home-school links and keep under review the home school agreement.
- To monitor school complaints and regularly review the school complaints policy.
- To monitor and review the school's equality scheme and equality objectives and ensure the school meets its duties under the Equality Act 2010.
- To monitor and evaluate the provision and outcomes of the school's extended provision.
- To review community cohesion, including strategies that prepare pupils for life in modern Britain and a global society.
- To keep under review any policy or practice relating to community use of the school and partnerships with community groups.

## **General**

- To review and monitor the appropriate sections of the school self-evaluation and school improvement/development plan.
- To ensure policies delegated to this committees by the GB are reviewed, updated and approved.
- To report the committees resolutions and recommendations to the next full GB meeting.
- To keep the terms of reference of this committee under review and recommend any changes to the GB for consideration as part of the annual review of the committees in the autumn term.
- Any other matters referred/delegated to this committee by the GB.