



## **Pupil Welfare Committee – Terms of Reference** **Updated Autumn 2023 – 2024**

The Governing Board must act as a corporate board. They must act with integrity, objectivity and honesty and in the best interests of the school. They must be open about, and be prepared to explain their decisions and actions.

The Governing Board should act as “critical friend” to the Headteacher, that is to say, they shall support them in the performance of their functions and give constructive criticism.

Members	The Committee shall comprise of a minimum of three Governors.  Membership will be agreed on an annual basis at the first Full Governing Board meeting.
Associate Members	Associate governors do have voting rights at this committee.
Quorum	The Quorum for the Committee shall be 2 Governors
Meetings	At least once a term in conjunction with the Full Governing Board meeting and otherwise as required
Delegation	This Committee has Delegated Powers.
Committee Chair	To be elected by the committee (to be determined by the Full Governing Board). The Governing Board can remove the Chair at any time.
Clerk to the Committee	To be elected by the committee (to be determined by the Full Governing Board). The Governing Board can remove the clerk at any time
Minutes	Approved by the Committee at its next meeting.  Minutes and papers to be circulated to all members of the committee one week prior to the meeting, and with the agenda/papers for the next Full Governing Board meeting, for all other Governors. Minutes to include the items discussed, decisions made and/or a record of any proposals/recommendations for the Governing Board to consider, and clear reasons for decisions taken.
Reporting Arrangements	Committee minutes will be received by the Governing Board.

The Pupil Welfare Committee is responsible for the oversight of all issues relating to the welfare, safety and development of pupils and of the school's relationships with parents and partners.

Specifically, the terms of reference of the Committee are:

- To appoint a Chairperson to the Committee

- To appoint a Clerk to the Committee
- To monitor the provision for safeguarding the welfare and well-being of all pupils, and ensuring their personal, social and educational development
- To promote the health, welfare and safety of pupils in line with current DFE and LA guidance and the school's safeguarding and child protection procedures
- To review Committee Terms of Reference and make appropriate recommendations for the Full Governing Board

## Standards

- Monitor data on pupil suspension and exclusion
- Have regard to the view of parents, pupils and staff
- Monitor attendance including severe and persistent absence and receive updates on any actions being taken

<b>Delegated policies</b>
<p><i>Policies (that maybe delegated to the standards and effectiveness committee to review and approve) include:</i></p> <ul style="list-style-type: none"> <li>Relationships Education and RSE Policy (should be published on the school website)</li> <li>Early Years Foundation Stage (EYFS)</li> <li>Equality information and objectives (public sector equality duty) statement for publication</li> <li>Accessibility Plan</li> <li>Freedom of Information</li> <li>Supporting pupils with medical conditions</li> <li>Attendance</li> <li>School Exclusions</li> </ul>

Reviewed Autumn 2023 - 2024

Signed (Chair)

Date

Date of next review – Full Governing Board Autumn 2024 - 2025

Signed (Chair of Governors)

Date