



## Pupil Welfare Committee – Terms of Reference

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

<b>Membership</b>	To consist of at least 5 Governors, one of whom will act as Chair. Any Governors with special responsibility for Child Protection and Looked-After Children should be included on this committee.
<b>7 Governors</b>	
	Membership shall be agreed on an annual basis at the first Full Governing Board meeting.
<b>Voting Rights</b>	Voting rights for non-governors serving the committee to be determined annually at the first Full Governing Board meeting.
<b>Chair</b>	To be elected by the committee (to be determined by the Full Governing Board). The Governing Board can remove the chair at any time.
<b>Clerk to the Committee</b>	To be elected by the committee (to be determined by the Full Governing Board). The Governing Board can remove the clerk at any time.
<b>Quorum</b>	To consist of 50% members' attending or more.
<b>Meetings</b>	At least once a term in conjunction with the Full Governing Board meeting and otherwise as required.
<b>Agendas/Papers</b>	To be circulated to all committee members at least one week before the meeting.
<b>Minutes/ confidential minutes</b>	To be circulated to all members of the committee 1 week prior to the date of the meeting, and with the agenda/papers for the next Full Governing Board meeting, for all other Governors. Minutes to include items discussed, decisions made and/or a record of any proposals/recommendations for the Governing Board to consider, and clear reasons for decisions taken.

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.
- To review and make appropriate recommendations on the following:
- Safeguarding & Child Protection policies (review only – ratification FGB)
- Prevent
- Safeguarding Statement (Governors)
- Attendance and Punctuality
- Exclusions
- Behaviour for Learning
- Behaviour statement(Governors)
- Anti-Bullying
- On-line Safety/E-safety
- Social Media
- Anti-Sexting
- Sex Education and Relationships
- Photographs and Filmed Images of Pupils
- Drug , Tobacco, Alcohol and Substance Abuse
- Management of Medicines within School
- Equality
- Equality Statement (Governors)
- External Visitors and Visiting Speakers
- Complaints
- Data Protection & Privacy Notice
- Freedom of Information
- Young Carers
- Home School Agreement
- Special Educational Needs and Disability (review only – ratification FGB)
- Pupil Friendly Safeguarding
- Pupil Friendly On-line Safety
- Peer on Peer Abuse
- Lockdown Policy

- To monitor pupil attendance, in line with the school's annual attendance targets
- To monitor exclusions and pupils' attitudes and behaviour within the school
- To monitor alcohol, tobacco and drugs incidents within the school
- To monitor radicalisation incidents within the school
- To monitor racist incidents within the school
- To monitor equality and diversity issues within the school.
- To monitor Pupil Premium Plus expenditure
- To monitor welfare provision for Looked-After children
- To monitor anti-bullying strategies and their effect.
- To provide a link to, and liaise with, the Pupils' School Council.
- To monitor the effectiveness of communication between the school and parents and other stakeholders, including reporting to parents.
- To review the contribution made by pupils to the local community.
- To review the contribution made by the student council.
- To contribute towards self-evaluation judgements.
- To review Terms of Reference for:
  - Pupil Welfare Committee
  - Pupils Discipline Committee
  - Complaints Committee.

Mrs C Grounds  
 Councillor J Hunt  
 Mrs R Jones  
 Mrs L Lane  
 Mr J Brooks  
 Mrs P Murden (Executive Principal)  
 Mrs A Byrne (Headteacher)  
 Mr A Campbell (Deputy Headteacher – Observer)  
 Miss R Hart (Assistant Headteacher) - Observer

**Clerk to the Committee:** Mrs J Taylor (School Clerk to Governors)

**Review:** Signed: ..... Date: 18.10.2018  
 (Chair)

**Date of next review –Full Governing Board –20.03.2018**

Signed: ..... Date:  
 (Chair of Governors)