

**Honeywell Schools' Governing Body
Pupil Welfare and Community Committee
Terms of Reference 2022-2023**

Committee Composition

The Committee will be chaired by a non-Teacher Governor and will comprise of at least two or more additional non-Teacher Governors and the Head Teachers from both schools. The Designated Safeguarding Leads, Deputy Head Teachers and/or the Inclusion Managers will be invited to attend all meetings.

Quorum

The quorum is two non-Teacher Governors and the Head Teacher or a representative from each school.

Meetings

The Committee will meet twice a term (or less if a meeting is not required), in advance of the main governing body meeting, with additional meetings as necessary and feedback where appropriate.

Main functions

The main functions of the Committee are:

- Oversee the school's contribution to pupil well-being, including the extent to which pupils feel safe, adopt healthy and sustainable lifestyles and contribute to the school and the wider community.
- Establish, monitor and evaluate child protection and safeguarding policies and procedures according to the latest government guidelines.
- Establish a policy on behaviour and associated policies eg anti-bullying, monitor their implementation and evaluate outcomes.
- Establish a policy on Supporting Children with Medical Needs and associated policies in line with the latest SEN Code of Practice.
- Monitor attendance and evaluate strategies designed to maximize it.
- Monitor and evaluate strategies to ensure that pupils are enabled to contribute to the school and the wider community and to ensure that they are empowered to promote environmentally sustainable behaviours and act on climate change, both inside and outside of school.
- Monitor Admissions Arrangements and Secondary Transfer.
- Monitor number of referrals made to Children's Services.
- Monitor school lunch provision to include meat-free meals and meat free days and the provision of seasonal food.
- Monitor and evaluate how pupil's views on environmental sustainability are listened to and how to foster a sense of hope through pro-environmental behaviours.
- Promote active travel to and from school and monitor modes of transport.
- Monitor and evaluate the engagement of parents with the school, parental views and how these are taken into account and consider ways in which home-school links can be further developed, making appropriate recommendations.
- Monitor and evaluate the effectiveness of communications with parents
- Annual Safeguarding meeting/Governor Learning Walk between both Heads and the Chair

- Bi-annual meeting to review the Single Central Record (SCR).

Statutory Policies and other documents

The Committee is responsible for reviewing and approving the following policies as delegated by Full Governors, before seeking Full Governing Body approval:

- Safeguarding and Child Protection

The Committee is also responsible for reviewing and approving these policies as delegated by Full Governors and does so through the Policy Schedule and Annual Review Meeting:

- Admissions Arrangements
- Behaviour & Wellbeing including acceptable behaviour principles written statement
- Managing Allegations against Staff (jointly with Resources Committee)
- Supporting Children with Medical Needs including Asthma and Severe Allergies

The Committee is also responsible for reviewing and approving the list of policies below and others as required through the Annual Review Meeting:

- Anti-Bullying
- Attendance
- Children Looked After
- Educational Visits
- Education of Pupils unable to attend School due to Medical Needs
- E-Safety
- Exclusions
- First Aid
- Healthy Eating
- Intimate Care
- Physical Intervention
- Visits and Visitors

Tim Carlton Jones

Chair of Pupil Welfare and Community

October 2023

To be reviewed in September 2024 or earlier if required