

## Terms of Reference

### PARENTS, PUPILS AND PARTNERSHIPS COMMITTEE

#### Membership

The Committee will comprise no fewer than four governors plus associate members as agreed by the governing board.

#### Quorum

The quorum for meetings of the Committee is 3 governors or associate members including the Executive Headteacher.

#### Clerking

Will be clerked by the Clerk to the Governing Board

#### Meetings

The Committee will meet at least once a term, in advance of the main governing board meeting, with additional meetings as necessary

**General:** all committees have the following responsibilities:

- To receive reports from the Federation in sufficient detail to undertake planning, monitoring and evaluation and thus enable the governing board to fulfil its strategic role. The committee will, in consultation with the Executive Headteacher/ Headteachers or Head of the Bi-Borough Inclusion Service involve other senior leaders, as appropriate.
- To contribute to, monitor and evaluate relevant parts of the self-evaluation summary, the Federation development plan reporting or making recommendations to the full governing board.
- To review Federation policies when needed, having regard to changes in legislation and any guidance issued by the Secretary of State, reporting or making recommendations to the full governing board. In agreeing policies the committee is acting on behalf of the FGB, except in the case of those policies which require FGB ratification.
- To consider recommendations from relevant external reviews for example audit, Ofsted or local authority reviews, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing board.
- To take appropriate action on any other relevant matter referred by the governing board.

**The Parent, Pupils and Partnership Committee** will oversee the Federation's contribution to pupil and staff well-being, and parental and community engagement including the behaviour and safety of pupils, promotion of healthy lifestyles and contribution to the Federation and wider community and will:

- Keep under review policies designed to promote good behaviour and discipline and associated policies e.g. anti-bullying, monitor their implementation and evaluate outcomes e.g. the impact on exclusions in the Federation;
- Keep under review all aspects of pupil well-being within the Federation including general pastoral issues, the work of the Well-Being Team and the services they offer and facilitate, mental health and general health services, welfare including social care and disability issues, healthy eating etc.
- Keep under review aspects of staff well-being, particularly relating to outcomes from the annual Staff Survey.
- Monitor attendance and evaluate strategies designed to maximise it
- Keep under review any trends in pupil exclusions and strategies designed to minimise exclusions
- Keep under review any trends in pupil admissions ensuring as far as possible the Federation is full to capacity
- Establish and monitor a child protection policy that meets all requirements, monitor and evaluate the effectiveness of safeguarding procedures and make recommendations to the governing board to address any emerging issues e.g. Prevent Strategy
- Keep under review the way in which pupil views are taken into account, including the school councils
- Monitor and evaluate the engagement of parents with the Federation, 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 parent and staff forums and taking account of any other stakeholder groups
- Monitor and evaluate the effectiveness of communications with parents including statutory requirements such as the publication of information on the Federation website, complaints procedure and home-school agreement
- Monitor community links and community use of the Federation, and evaluate the Federation's contribution to promoting community cohesion;
- Monitor the range of the extended Federation offer including after school clubs, school performances and visits and evaluate its impact;

- Monitor and evaluate the welfare requirements of the Early Years Foundation Stage (if applicable);
- Monitor and Evaluate the Outreach and Training Service with particular reference to the impact on mainstream schools and the difference being made to improving the quality of SEN Provision in Westminster and Kensington & Chelsea.
- Monitor and Evaluate the development and operation of the Kennet West Skills Centre to ensure that it is meeting the needs of the Federation and ensuring that an effective partnership is being maintained. The Committee should monitor the effectiveness of the new collaboration agreement once it comes into force.
- Monitor and Evaluate how the Federation is responding to any changes to the National Framework for SEN ensuring that statutory requirements are met
- Monitor the compliance of the Federation with Data Protection legislation in particular the General Data Protection Regulation (GDPR) and to ensure that Governing Board responsibilities and the Role of Data Champion are effectively delivered.
- To monitor the effectiveness of the Federation Business Continuity Plan.
- To act as the initial point of liason between the Federation of Westminster Special Schools Charity Fund and the governing board with brief updates being provided to each PPP meeting.

Terms of Reference reviewed by the Committee on 15 June 2020

**Agreed by the Governing Board on 23<sup>rd</sup> November 2020**

The terms of reference will be agreed annually by the governing board

## **Statutory Policies and Documents Considered by PPP Committee**

Statutory policies for FGB Ratification \*

Admissions\*

Child Protection and Safeguarding\*

Dealing with Allegations Against Staff\*

Whistleblowing\*

Supporting Pupils with Medical Conditions\*

Complaints Policy and Procedures\*

Freedom of Information\*

Data Protection\*

School Behaviour and Rewards\*

Safer Recruitment

Special Educational Needs\*

Home Visiting

Attendance and Punctuality  
Intimate Care  
Emergencies & Business Continuity