

## **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 including the Executive Headteacher.

#### **Clerking**

The Clerk will be 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, 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 council
- 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
- Monitor and Evaluate the development and operation of the Multi Skills Centre to ensure that it is meeting the needs and ensuring that an effective partnership is being developed with Westminster Kingsway College
- Monitor and Evaluate how the Federation is responding to changes to the National Framework for SEN ensuring that statutory requirements are met

Terms of Reference reviewed by the Committee on 15 May 17

**Agreed by the Governing Board on 19 June 2017**

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

**Statutory policies and documents and those prioritised by the GB.**

**Policies and documents are listed below and are listed in the Policy Review table updated by the Clerk**

- School behaviour policy
- Freedom of information Scheme, including Publication Scheme and Data Protection
- Safer Recruitment
- Allegations against Staff
- Home Visiting
- Attendance & Punctuality
- Register of pupils

**Additional Policies**

- Prospectus
- Home School Agreement
- Information publication on the Federation website
- Admission arrangements
- Whistleblowing
- Medical Needs
- Complaints Policy & Procedure
- Special Educational Needs

**Statutory Policies for FGB Ratification**

- Child protection & Safeguarding