



Federation of  
Westminster Special Schools  
& Bi-Borough Inclusion Service

## Pupils and Learning Committee

### Terms of Reference

#### Membership

The Committee will comprise of no fewer than five governors plus associate members as agreed by the Governing board.

#### Quorum

The quorum for meetings of the Committee is a minimum of three governors 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. The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the Committee considers is confidential does not have to be made available for inspection. In the absence of the chair another governor will be identified to chair the meeting. In the absence of a clerk the Committee will identify one of their members to act as clerk who is not the Executive Headteacher.

#### General

- To act on matters delegated by the Full Governing Board
- The Committee will act in accordance with the Standing Orders
- To liaise and consult with other committees as necessary
- To consider safeguarding and equalities implications when undertaking all committee functions
- To receive reports from the Federation in sufficient detail to undertake planning, monitoring and evaluation and thus support the Governing Board to fulfil its strategic role. The committee will involve the Federation's schools headteachers and in consultation with the Executive Headteacher, involve other senior leaders, as appropriate.

## Specific areas of responsibility for the Pupils and Learning Committee

### Pupil Progress and Outcomes

- To ensure that the Federation provides a high-quality teaching and learning experience to all pupils and that it delivers a broad and balanced curriculum in keeping with its aims, pupil needs and legal requirements. To review, monitor and evaluate the curriculum offer to ensure that this is achieved.
- Monitor Federation based, local and national performance data and reports evaluating progress and achievement and analysing the performance of different groups and subject areas.
- Keep under review the quality of teaching and learning across the Federation schools.
- To monitor and evaluate the impact of continuing professional development on improving staff performance.
- Keep under review the Federation SEN Policy, monitoring provision and ensuring the it fulfils its responsibilities for pupil's special educational needs and disabilities.
- Keep under review the arrangements made for pupils with medical conditions in line with the Federation policy.
- Monitor and evaluate the progress and attainments of vulnerable or low attaining groups e.g. those eligible for free school meals, looked after children and evaluate the effectiveness of provision e.g. the use of Pupil Premium and other grants and funding that improve outcomes for pupils.
- Monitor provision for those pupils for whom English is an additional language and ensure their needs are met.
- Keep under review the Federation arrangements for home and blended learning
- Keep under review policies and provision for sex and relationships education, religious education and collective worship and make recommendations to the governing board as necessary.
- Ensure that the Federation meets the General and Specific Equality Duties in relation to teaching and learning, curriculum, achievement and progress.
- To act as an initial point of contact with the Federation of Westminster Schools Charity Fund so that governors are aware of additional facilities being funded to improve outcomes and pupil wellbeing.

### Safeguarding

- The Committee must consider safeguarding and equality implications when undertaking all their functions.
- Monitor and evaluate the child protection and safeguarding policy and practice across the Federation and to make recommendations to the governing board to address any emerging issues.
- To consider the Annual Safeguarding Report and to review the Federation Child Protection and Safeguarding Policy on an annual basis. The appointed link governor will carry out an Annual Safeguarding survey which will be reported to the Committee.

## Admissions/Leavers

- Keep under review any trends in pupil admissions ensuring as far as possible the Federation is full to capacity.
- To be kept informed by Federation staff of any educational developments within the bi-borough or nearby which could impact on demand for places and their responses to it.
- To monitor and evaluate the provision at Kennett West to ensure it continues to meet the needs of the full range of appropriate former Federation pupils and that admissions arrangements continue to be appropriately co-ordinated.
- To inform governors of destinations of leavers and confirmation none are NEAT.
- To monitor careers initiatives to maximise the opportunities for all pupils once they leave the Federation.

## Attendance

- Monitor attendance and evaluate strategies designed to maximise it.

## Pupil Behaviour, Monitoring and Discipline

- Keep under review policies designed to promote good behaviour and discipline and to monitor their implementation and evaluate outcomes. This should include information on exclusions if there are any.

## Pupil Wellbeing/Pupil Voice

- Keep under review all aspects of pupil well-being within the Federation including general pastoral issues, mental health and general health services, welfare including social care, healthy eating etc
- Keep under review the way in which pupil views are taken into account, including the school councils.

## Parental Engagement and Communication

- Monitor and evaluate the engagement of parents with the Federation schools, parental views and how these are taken into account. To consider ways in which home-school links can be further developed, making appropriate recommendations.
- Monitor and evaluate the effectiveness of communications with parents including home-school books.
- Responsibility for preparation of “Annual Report to Parents”.
- Monitor the range of the extended Federation offer including after school clubs, school performances and visits and evaluate their impact.
- To monitor and evaluate the impact and effectiveness of the Family Support Worker role.
- To monitor the school’s publicity, public presentation and relationships with the wider community.
- To monitor the College Park and QEII school prospectuses to ensure they present an up to date picture of the schools to encourage applications for places.

**Bi-Borough Inclusion Service** Monitor and evaluate the Bi-Borough Inclusion Service with particular reference to the impact on mainstream schools and the difference being made to improving the quality of SEND provision in Westminster and Kensington & Chelsea schools.

**Kennet West** To periodically review and amend agreement and to work with and inform WKC on the changing and curriculum needs of Federation pupils

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

- Accessibility Plan and Policy
- Admissions Policy and Protocol
- Anti Bullying Policy
- Anti Radicalisation Policy
- Attendance Policy
- Child Protection and Safeguarding Policy
- Children with Health Needs who Cannot Attend School
- Complaints Policy
- Data Protection Policy (including Protection of Biometric Information)
- Designated Teacher for LAC
- Drug and Substance Misuses Policy
- Early Career Teacher Induction
- Early Years Foundation Stage (EYFS)
- English as an Additional Language (EAL) Policy
- Equality Objectives Policy
- Exclusions Policy
- Families and Visitors Code of Conduct Policy
- First Aid Policy
- Freedom of Information Policy
- Home Learning Policy and Plan
- Home School Agreement
- Mental Capacity and Consent Policy
- Missing Child Policy
- Positive Behaviour Management and Pupil Support Policy
- Provider Access Statements
- PSCE Policy
- Religious Education Policy
- School Travel Policy
- SEND Policy and Information Report
- Severe Weather Plan
- Sex and Relationships Policy
- Spiritual, Moral, Social and Cultural Education Policy
- Supporting Pupils with Medical Conditions

Agreed by FGB May 2021

Revised and agreed by FGB June 2022