



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. The chair/co-chairs of this committee is decided by the Governing Board. Chairs of committees and panels cannot undertake any chairs action on behalf of the Governing Board or committee. Only COG or Co-Chairs of Governors can take Chairs action . This is in line with LA advice

Quorum

The quorum for meetings of the Committee is a minimum of three governors . A chair or co-chair of governors who is not a member of this committee can attend this committee and contribute to the Quorum.

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.

Engagement and Communication

- To monitor the Federation’s publicity, public presentation and relationships with the wider community
- To ensure that all statutory requirements for reporting and publishing information are met and the Federation’s website content is fully compliant and presented in an accessible way
- 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.
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Revised and agreed by FGB May 2024

Next Review May 2025