



# ALL HALLOWS RC HIGH SCHOOL GOVERNING BODY

## Welfare Committee Terms of Reference

Terms of reference of the Welfare Committee	
<p><b>This committee has responsibility for pupil welfare including safeguarding, attendance, behaviour, Pupil Premium, Special Educational Needs, SMCS, careers and Catholic ethos. Also, parent communications and staffing related procedures and policies.</b></p>	
<p><b>Membership</b></p> <p><u>Guest Attendees</u></p> <p>Other governors can attend but do not count as quorum and cannot vote.</p>	<p>6 governors, one of whom will act as chair.</p> <p>The current membership is:</p> <ol style="list-style-type: none"> <li>1. G Pickup (Chair)</li> <li>2. C Wood</li> <li>3. E Walker</li> <li>4. L Graham</li> <li>5. D Hanley</li> <li>6. C Doyle</li> </ol>
<b>Chair</b>	<ul style="list-style-type: none"> <li>• To be appointed by the full governing body</li> <li>• The governing body can remove the chair at any time.</li> </ul>
<b>Quorum</b>	4 governors.
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Meetings will be held at least once 3 times a year.</li> <li>• The chair can convene extra committee meetings if required but must give at least 7 days clear notice.</li> </ul>
<b>Agendas</b>	<p>Agendas to be circulated to all governors regardless of committee membership one week before the meeting by the chair of the committee. The list may also include a School Representative (as appropriate) where they facilitate or substantially contribute to such a meeting. Agendas will be produced and circulated in accordance with any required timescales within the procedure being used, so they are received 7 days before the meeting.</p> <p>Agenda items can be requested by any Governor (regardless of committee membership) by writing to the Chair of the Committee.</p> <p>Under normal circumstances, the Committee Chair will draw up the necessary agenda and papers for each committee meeting in conjunction with the Headteacher, Clerk and appropriate representation where necessary.</p> <p>Accompanying papers to be circulated to members of the committee only.</p>
<b>Minutes/ confidential minutes</b>	<p>Minutes to be emailed to all members regardless of committee membership as soon as possible after the date of the meeting, but no later than 14 days of the meeting being held, and paper copies sent with the agenda papers for the next full governing body meeting.</p> <p>Confidential minutes (as identified at the meeting) will be held separately and not included in the distribution set made available to a wider audience.</p> <p>Minutes to include a brief summary of items discussed, decisions made and any</p>

	questions raised by governors and responses given and/or a record of any proposals or recommendations for the governing body to consider, and clear reasons for any decisions taken.
<b>Review</b>	Membership and terms of reference to be reviewed annually at the autumn term governing body meeting

**The terms of reference for this committee are:**

1. To monitor and evaluate the provision for safeguarding the welfare and well-being of all pupils, and ensuring their personal, social and educational development.
2. To promote the health, welfare and safety of pupils and the school's safeguarding and child protection procedures.
3. To review and approve any changes to the school policies on pastoral care, welfare, health and safety, pupil dress and appearance, following consultation with the HT, staff, pupils and parents.
4. To monitor, evaluate, review and approve any changes to all child protection, safeguarding and looked after children procedures and policies at least on an annual basis.
5. To review and approve the policy and provision for collective worship.
6. To complete the '*Keeping children safe in education checklist*' on an annual basis and ensure any recommendations, following the completion of the checklist are implemented.
7. To monitor, evaluate and review the attainment, achievement and provision for looked after children and young carers at least on an annual basis.
8. To gather the views of pupils, parents and stakeholders about the service provided by the school and to use this information to make improvements across the school provision.
9. To provide a link to, and liaise with, the pupil's school council and the parent's council or consultative groups.
10. To monitor the effectiveness of communication between the school and parents and other stakeholders, including reporting to parents.
11. To liaise with the committee with responsibility for health and safety regarding the educational trips and visits policy and its implementation.
12. To review the contribution made by pupils to the local community.
13. To monitor the pupils' attitudes, behaviour and attendance including anti-bullying strategies.
14. To promote and monitor equality and diversity issues within the school.
15. To contribute to the school improvement plan.
16. To contribute towards self-evaluation judgements.
17. To monitor and evaluate the use of the pupil premium funding and its impact on pupil outcomes and ensure the required information is published on the school website.
18. Monitor the effectiveness of the use of PP Plus.
19. To review the provision for pupils in years 8-13 access to independent careers guidance.
20. To monitor to ensure the governing body fulfils all its responsibilities for children with special educational needs (SEN).
21. To review and approve all policies relating to staffing matters as required.
22. To ensure that procedures are in place for managing staffing issues, through adoption of local authority model policies and to ensure that all staff are made aware of these, including policies for capability, attendance management, disciplinary issues, grievances and redundancies.
23. To review all staffing related procedures, and adopt/recommend them for adoption, and to ensure that staff are informed of them.

**General Functions**

- To advise and report back to the full Governing Body.
- To act on matters delegated by the full Governing Body.
- To liaise and consult with other committees where necessary.

**Policies**

To prepare, agree and review policies including the following:

- Safeguarding Policy
- Visiting Speakers Policy
- Exclusions Policy
- Behaviour Policy
- Anti-bullying Policy

- Attendance Policy
- Collective Worship
- Lockdown Policy
- Equality Policy
- Data Protection Policy
- Staff Code of Conduct Policy
- Admissions Policy
- Uniform Policy
- Whistleblowing Policy
- Complaints Policy
- Online Safety Policy

**Approved:** Welfare Committee

**Date:** 01 November 2022