

# Winwick C.E. Primary School



## TERMS OF REFERENCE

### PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE COMMITTEE

<b>Membership</b>	According to the agreed committee structure. Associate members may be appointed by the Governing Body as members of this committee.
<b>Quorum</b>	The quorum shall be <b>not less</b> than three governors, plus the headteacher or representative of the headteacher, should they be unable to attend.
<b>Meetings</b>	The committee shall meet once a term and otherwise as required
<b>Clerking</b>	The governing body will appoint a clerk to the committee. This <b>must not</b> be the headteacher, but committee members may act as clerk in the absence of a formally appointed clerk. Copies of the minutes will be circulated before the full governing body meeting.
<b>Reports</b>	Governors with specific responsibilities for Behaviour, SEND, Pupil Premium, SMSC, SRE, PSHE, Governor Training and Stakeholder Engagement are required to submit a written report at least one week before each termly meeting.

### Terms of Reference

#### PURPOSE

1. Ensure that policy decisions are consistent with the agreed aims and values of the school.
2. Inspire a culture of high expectation socially and promote equality, respect and tolerance.
3. High standards of provision.
4. Review the school's provision and policy on sex education against national requirements
5. Review the provision of collective worship and RE
6. Review the policy and processes for Behaviour Management and Anti Bullying within the school and oversee that all relevant paperwork has been completed and procedures followed for any incidents of bullying in all forms.
7. Review the Self-Harm policy ensuring any relevant paperwork, referrals and procedures are followed for any incidents identified.

8. Review all safeguarding procedures and ensure that the policy is up to date, in line with government guidance
9. Be mindful of the **Every Child Matters (ECM)** agenda and safeguarding legislation as it relates to the work of this committee
10. To consider and report back upon such matters as may be delegated or devolved to the Committee by the Governing Body.

### **MONITOR**

1. Receive and evaluate a termly report on issues regarding children's Social, Moral, Spiritual and Cultural Development (SMSC) including:
  - Racist incidents, bullying and behaviour (including rewards/sanctions/exclusion data) ensuring that all necessary documentation has been sent off to the Local Authority
  - The impact of **SMSC/PSHE** and British Values provision and the Prevent Agenda
  - Stakeholder engagement – activities, outcome and resultant actions to develop support for the school's vision and approach.
  - Safeguarding practices in school and the impact of Child Protection (CP)
2. Monitor, review and develop school improvement priorities associated with behaviour and SMSC

### **ATTENDANCE AND WELFARE**

1. Set whole school attendance targets and monitor the school's performance against these targets, ensuring safeguarding is considered.
2. Monitor attendance and the development of robust and supportive processes to improve attendance and support those not accessing education.

### **STAFFING AND GOVERNORS**

1. To keep under review work/life balance, working conditions and wellbeing (resilience), including the monitoring of staff absence.
2. To review and revise the application of the school's Equal Opportunities Policy in respect of all staff and children.
3. Monitor staff and governor training requirements and arrange for appropriate training.

### **CURRICULUM**

1. Monitor curriculum provision in the following areas to ensure that it is broad, balanced and relevant:
  - Review and approve the policy and provision for collective worship and for Religious Education and make recommendations to the governors
  - Review and approve the policy and provision for Relationships and Sex Education following consultation with parents
  - Review and approve the policies for healthy lifestyle and substance abuse education
  - Effectiveness of provision for Pupil Premium Students and its impact.

## **STAKEHOLDER ENGAGEMENT**

1. Monitor and review community links. Engage with parents, carers and other stakeholders/agencies taking into account users' views to develop sustainable improvement in supporting children's outcomes, behaviour and safety and their SMSC development. This can be achieved through:
  - Pupil voice
  - Staff/Pupil/Parent/Governor questionnaires
  - Parent Evenings
  - Parent Workshops
2. Ensure that the school has an effective School Council. The Governing Body takes account of the School Council in determining the way in which the school is conducted. One member of the FGB meets with the School Council.
3. Review the content of the school's website to ensure that the Pupil Premium strategy is published.

## **SEND**

1. Monitor provision for pupils with special educational needs and/or disabilities and those with exceptional ability ensuring that:
  - The requirements of children with special education needs and/or disabilities are met
  - The requirements of the most able children are met.

## **SAFEGUARDING**

1. Agree and publish through policies and the school website to all stakeholders the behaviour principles for the school to:
  - Promote and develop a positive attitude to learning including self-confidence, self-awareness, pride and commitment.
  - Promote and develop respect and courtesy for others and the environment.
  - Support physical wellbeing and emotional resilience.
  - Ensure prompt and regular attendance.
  - Promote e-safety and give pupils the knowledge and skills to avoid becoming the victims of bullying, sexual exploitation and extremism.
2. Ensure that at least one member of any recruitment panel has attended Safer Recruitment.
3. Ensure that Designated Safeguarding Leads are properly trained and supported and that the school is fulfilling its responsibilities regarding child protection.

## **REVIEW**

1. Contribute to a robust School Self Evaluation Process to include Governance, monitoring progress and ensuring actions are reflected in the SDP to secure improvements.

*Any person not a member of the committee **may** be invited to attend the meeting as a non-voting member to offer advice on specific areas.*