

Governing Body of Cams Hill School

Pastoral Committee

Purpose:

The aim of the Pastoral Committee is to support and challenge all aspects of the Academy in respect of the wellbeing of pupil and stakeholders including families and staff

Membership:

The Full Governing Body (FGB) will appoint at their first meeting of the academic year;

- a) No fewer than 4 members (of which no more than 2 may be employed by the Academy) or a minimum of 5 and maximum of 8 members of which no more than a third may be employed by the Academy.
- b) The Headteacher
- c) The Committee shall elect a chairperson and vice-chairperson for the Committee for one year at the first meeting of the academic year and subsequently if there is a vacancy.
The Chair or Vice Chair of the Committee shall not be the Headteacher or Chair of FGB.
- d) Non-voting attendees recommended by the Head Teacher or full Board of Governors
- e) An independent professional clerk to the Committee

Quorum:

3 (three) governors 2 (two) of whom shall not be employees. Members not physically present but attending a meeting via video-conference or telephone may be included in any quorum.

Meetings:

The committee will meet at least 3 (three) times a year and at least once per term.

Each member of the committee shall be given by the clerk, at least 7 days before the date of the meeting: a copy of the agenda for the meeting, draft minutes of the previous meeting and papers relevant to the agenda items

The minutes shall be recorded for each meeting by the clerk. A copy of the draft minutes shall be distributed to the Chair and Head Teacher within 7 days of the meeting and to all governors and attendees within 14 (fourteen) days of the meeting. Draft minutes shall be submitted for approval at the next meeting of the committee. Minutes of the committee's meetings will be shared with the full governing body and (upon request) made available to the public.

In the event of the Chair not being in attendance, the Vice Chair will lead the meeting. In the event of neither the Chair or Vice Chair being in attendance, any full member of the Committee may take the Chair for an individual meeting.

Wherever possible, all business to be transacted by the Committee should take part at a scheduled meeting. If the Committee are required to make a decision outside of a scheduled meeting, a quorum of the Committee (3 people including the Chair) may agree to make a decision via email. In this event, the clerk will circulate a between meeting decision request and monitor responses. Decisions made between meetings will always be ratified at the next available formal meeting.

Policies and compliance:

The committee will review and ratify such polices as delegated by the Full Governing Body and as specified in the Scheme of Delegation and the School Policy schedule.

The Committee will review these Terms of Reference at the last meeting of the summer term for ratification by FGB in preparation for the new academic year

In addition, the Committee have responsibility for ensuring (on behalf of the FGB) that all requirements of the Keeping Children Safe in Education statutory guidance are adhered to considering any statutory guidance issued by the Secretary of State, any LA guidance and locally agreed inter-agency procedures.

Monitoring: The committee will be responsible for:

- a) all equality issues affecting pupils with protected characteristics including achievement monitoring
- b) pupil attendance and absence
- c) oversee all statutory admissions responsibilities including provision of Governor(s) for independent panels
- d) fixed period and permanent exclusions and sanctions efficacy
- e) Pupil premium including assessment of impact and outcomes
- f) all complaints data
- g) travel to school
- h) school meals and healthy eating standards
- i) work place environment for staff and pupils
- j) pupil/staff/visitor's accident data and report
- k) data on bullying/racist/equality/complaints from parents, pupils and staff
- l) work life balance for all staff (teachers and support staff)
- m) Pupil voice
- n) Reviewing the adequacy and effectiveness of risk management for the assessment, management and control of risk in relation to the Pastoral Committee responsibilities
- o) reviewing progress (at least termly) of the Committees responsibilities within the current School Improvement Plan (SIP)
- p) providing regular feedback to FGB (at least every FGB meeting) or if necessary more frequently, ensuring that any matters or decisions made under delegation by the Committee are shared in a timely fashion with the wider Governing Body.

Approved by the governing board: [date]

Adopted by the [committee name]: [date]

Next review date: