

## Governing Body of Cams Hill School

### Pastoral Committee

**Purpose:**

The aim of the Pastoral Committee is to support challenge and monitor all aspects of the Academy in respect of the wellbeing and pastoral care of pupils 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) of which no more than a third may be employed by the Academy
- b) The Headteacher (who may delegate attendance to a member of the SLT)
- c) The FGB shall elect a Chair and Vice-Chair 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 Headteacher or full Board of Governors (FGB)
- 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 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 FGB 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 FGB and as specified in the Scheme of Delegation and the School Policy schedule.

The Committee will review these Terms of Reference annually for ratification at the next FGB meeting.

In addition, the Committee have responsibility for overseeing (in assistance to the FGB, whom retain overall responsibility) 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) safeguarding and child protection provision
- c) whole school pupil attendance targets and absence
- d) overseeing all statutory admissions responsibilities
- e) fixed period suspensions, permanent exclusions and sanctions efficacy
- f) pupil premium including assessment of impact and outcomes
- g) monitoring and reporting to Governors on the impact of Year 7 Catch-Up Funding
- h) ensuring there is an appointed person in charge of First Aid. (Any changes in personnel to be alerted to the Committee)
- i) ensuring a designated teacher is appointed to promote the educational achievement of looked after children (LAC) and post-LAC and monitor that they undertake appropriate training. (Any changes in personnel to be alerted to the Committee)
- j) ensuring that safeguarding arrangements take into account the procedures and practice of the LA, as part of inter-agency safeguarding procedures set up by the Local Safeguarding Children Board
- k) monitoring the prevention of radicalism and extremism
- l) ensuring the school SEN information report is published on the school website (annual update)
- m) ensuring a qualified teacher is appointed as the Special Educational Needs and Disabilities Co-ordinator (SENDCO) for the school. (Any changes in personnel to be alerted to the Committee)
- n) the school's accessibility policy and plan (Sections 1 to 3 – Section 4 is to be monitored by the Resources Committee).
- o) all complaints data related to pastoral matters
- p) safe travel to school
- q) school meals and healthy eating standards
- r) data on bullying/racist/equality incidents relating to pupils and staff
- s) work life balance for all staff (teachers and support staff)
- t) reviewing the adequacy and effectiveness of risk management for the assessment, management and control of risk in relation to the Pastoral Committee responsibilities
- u) reviewing progress (at least termly) of the Committees responsibilities within the current School Improvement Plan (SIP)
- v) ensuring the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how this is achieved
- w) 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:** Monday  
17<sup>th</sup> October 2022

**Adopted by the Pastoral Committee:** Monday

**Next review date: October 2023**

10 <sup>th</sup> October 2022	
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