

Stratford Rural Schools' Federation



GOVERNING BODY CHILDREN, FAMILIES AND COMMUNITY COMMITTEE TERMS OF REFERENCE

Purpose of the Committee

The purpose of the Children, Families & Community Committee is to discuss and agree actions associated with pupils, parents and the community.

Scope

- The health, safety and well-being of staff and pupils
- Promoting community unity and inclusive practice relating to race, gender, disability and equality
- Effective parent and community connections
- Setting priorities, monitoring and evaluating the impact of improvement plans which relate to the committee's area of responsibilities
- Reviewing and approving policies identified and in accordance with the committee's Delegation of Authority (DoA).

Out of Scope

- Set the strategic direction of the schools
- To monitor and evaluate the performance of the school
- To investigate financial irregularities
- To manage the schools budgets
- To take responsibility for the selection or suspension of staff

Membership:

- The Children, Families & Community Committee will comprise of at least 3 Governors including the Chair of Governors and the Executive Head Teacher.
- The Children, Families & Community Committee may co-opt additional, non-voting members.
- The Chairperson of the Children, Families & Community Committee will be elected annually at the first autumn term meeting.

Quorum:

In order for business to proceed, voting from 3 members is necessary and must include 2 non-staff Governors of the committee and the Executive Head Teacher.

Meetings:

- The Committee shall meet not less than once per term but agreed additional meetings if necessary
- The chairperson will liaise with the Executive Head Teacher and the Chair of Governors prior to the Committee meeting to agree agenda.

- An agenda will be circulated at least 7 days before the Children, Families & Community Committee's meeting date.
- Committee meetings will be no longer than two hours duration.
- Each meeting of the Committee will be minuted. These minutes will record any decision taken by the Committee and will be circulated to all members of the committee as well as the Governing Body before the next Full Governing Body Meeting.
- Any member (voting or non-voting) will withdraw from a meeting where they have a monetary interest in the matter under consideration.

The Children, Families & Community Committee will take the lead on:

- Arrangements for collective worship
- Monitor statutory delivery of RE according to agreed syllabus
- To develop, review and ensure good communication with all stakeholders and interested parties: including pupils, parents, staff, governors, PTA, prospective pupils and parents.
- To approve the Parents Handbook
- Review Home/School agreements
- Review Behaviour Policy, and Anti-Bullying Policy
- Review other policies specifically with regard to inclusion, disability and equality
- Review patterns of exclusion
- To monitor and review pupil attendance
- Carry out annual review of Safeguarding policy and procedures
- To monitor and review annually the school's admissions policy and arrangements, making recommendations to the Governing Body
- To receive information about the pupil numbers on roll and make recommendations regarding class structure
- Approve the school policy and procedures regarding Leave of Absence requests
- Approve the format and frequency of how the school reports to parents about their child/children's achievements.
- To secure and build on constructive links with the wider community including local schools, voluntary groups, elected representatives (local and national), businesses and other relevant agencies
- To explore sources of non-Local Authority funding so as to provide for current and future requirements of the school
- To promote the best interests of the school through the provision of best quality information to diverse audiences through a range of media
- To approve all proposed new educational visits, monitor existing trips and visits

Review:

These Terms of Reference will be reviewed annually at the Autumn Term Annual General Meeting of the Full Governing Body.

These Terms of Reference were reviewed and agreed at the AGM on **27th September 2017**

SignedChair of Governors