

Woodbank Primary School

School Community

(Pupils, Staff, Parents & Community)

Terms of Reference

Membership: At least 5 governors, one of whom will act as chair.

Chair: To be appointed by the full governing body. The governing body may remove the chair at any time.

Quorum: 3 governors.

Meetings: At least once each term and otherwise as required.

Agendas: To be agreed by the chair of the committee and circulated to all governors at least one week before the meeting.

Minutes: To be circulated to all governors as soon as possible after the date of the meeting. Minutes to include a brief summary of items discussed, decisions made and/or a record of any proposals/recommendations for the governing body to consider, clear reasons for decisions taken and where relevant date to be achieved.

Review: Membership and terms of reference to be reviewed annually at the autumn term governing body meeting.

The School Community Committee is responsible for

Areas of responsibility

Pupils: is responsible for the welfare, safety and development of pupils.

Staff: is responsible for dealing with any appointments of staff as delegated to it by the governing body, to deal with issues relating to staff capability, grievance, disciplinary matters including dismissals (dismissals only where the circumstances apply where the Headteacher cannot make the decision to dismiss). The Headteacher may attend and offer advice at all relevant proceedings.

Parents: is responsible for the development of schools relationships with parents/carers.

Community: is responsible for the development of relationship and links within the community.

Information available from

Pupils:

- Behaviour Policy
- Child Protection procedures
- Educational trips and visits policy and statistics
- Exclusions policy
- School equality objectives

- Safeguarding/child protection policy
- Pupil Premium policy and data
- Sports Premium policy and data
- SEND policy
- School self-evaluation documentation
- School Improvement/Development Plan
- Last Ofsted report
- Pupil surveys
- Headteacher reports
- Any School Improvement Partner/external consultant reports

Staffing:

- Local and National Conditions of Service regulations
- All relevant employment legislation and directives (including inequalities and discrimination legislation)
- Staff Appraisal documentation
- Headteacher reports
- Any School Improvement Partner/external consultant reports

Parents:

- Parent/Carers Surveys
- P.T.A.
- Feed bank from pupils reports.

Community:

- Last Ofsted report
- Community link data
- SMSC/British Values

Reports from senior and middle leaders

Other school policies as relevant

(not an exhaustive list)

Remit

Pupils:

- To monitor and evaluate the provision for safeguarding the welfare and well-being of all pupils, and ensuring their personal, social and educational development.
- To promote the health, welfare and safety of pupils in line with Every Child Matters agenda and the school's safeguarding and child protection procedures.
- 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 Headteacher, staff, pupils and parents.
- 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.

- To monitor, evaluate and review the attainment, achievement and provision for looked after children and young carers at least on an annual basis.
- To gather the views of pupils about the service provided by the school and to use this information to make improvements across the school provision.
- To provide a link to, and liaise with, the pupil's school council.
- To monitor the implementation of and review and approve any changes to the school drugs policy, pupils discipline/exclusions policy, behaviour policy, anti-bullying policy, attendance policy and school equality scheme.
- To review and approve the policy for sex education.
- To liaise with the committee with the School Effectiveness Committee regarding the health and safety aspects of educational trips and visits policy and its implementation.
- To review the contribution made by pupils to the local community.
- To monitor the pupils' attitudes, behaviour and attendance including anti-bullying strategies.
- To promote and monitor equality and diversity issues within the school.

Staff:

- To review, agree and implement the procedures for recruitment, selection and appointment of teaching and support staff, including those on leadership pay spine.
- The full governing body will seek appropriate advice and support (this maybe from LA Personnel Department, School Improvement Officer or External Consultant) for the appointment of a Headteacher and Deputy Headteacher.
- To review and approve all policies relating to staffing matters as required.
- To ensure procedures are in place for managing staffing issues, through the adoption of local authority model policies and to ensure staff are made aware of these, including policies for capability, attendance management, disciplinary issues, grievances and redundancies.
- To determine the school staffing requirements and establish the annual and longer term salary budgets and other costs relating to staffing matters e.g. training in accordance with the budgets available.
- To approve, monitor and review the school's performance management policies and procedures and the implementation of the policies. To ensure these policies comply with local and national requirements and that they relate to the school improvement/development processes and the continued professional development of all school staff.
- Monitor the operation and outcomes of performance management arrangements for all staff each year.
- To ensure that opportunities and resources are available for continued professional development for all staff, and are implemented with reference to the School Improvement/Development Plan.
- To review the staffing structure whenever a vacancy occurs, and at least annually, in relation to the School Improvement/Development Plan.
- To review job descriptions and person specifications as appropriate.
- To review all staffing related procedures, and adopt/recommend them for adoption, and to ensure staff are informed of them.
- To contribute to the School Improvement/Development Plan where appropriate.

- **The committee would only in exceptional circumstances make appointments to posts outside the leadership group for the school.** The Headteacher would make the appointments to posts outside the leadership group in normal circumstances and the governing body can nominate a representative to be on the appointment panels for these appointments should they feel it appropriate.
- **The committee would, only in exceptional circumstances make the initial decision to dismiss.** The Headteacher has delegated responsibility to make the initial dismissal decisions, unless particular circumstances apply whereby the head is unwilling or unable to perform these functions (e.g. they have been directly involved leading up to the dismissal), or there are serious concerns about the performance of the Headteacher.

Parents:

- To gather the views of parents about the service provided by the school and to use this information to make improvements across the school provision.
- To provide a link to, and liaise with the PTA and any other parents groups.
- To monitor the effectiveness of communication between the school and parents including reporting to parents.
- To report to parents at least annually on the work of the governing body.

Community:

- To gather the views of the community about the service provided by the school and to use this information to make improvements across the school provision.
- To provide a link to, and liaise with any consultative groups.
- To monitor the effectiveness of communication between the school and other stakeholders.
- To review the contribution made by pupils to the local community.
- To active promote SMSC and British Values

To contribute to the School Improvement/Development Plan

To contribute to the school self-evaluation judgements.

Associated Policies/School Documentation

Attendance Policy

Behaviour Policy

Child Protection procedures

Drugs policy

Pupils discipline/exclusions policy

Anti-bullying policy

School equality objectives.

Safeguarding policy

Educational trips and visits policy

SMSC Policy

Collective Worship Policy

Appraisal Policy

All staffing related policies

GDPR

This list is not exhaustive

Date: September 2015
Review: September 2016
Review: October 2017
Review: October 2018