

# PUPILS, PARENTS AND COMMUNITY COMMITTEE

## MEMBERSHIP

The committee will comprise 3 governors including the head teacher plus up to three associate members to provide specific expertise/skills. The associate governors will represent the view of the parents corporately and the PTA.

## MEETINGS AND QUORUM

The committee shall meet once a term. The quorum for meetings is 2 governors and 2 associates.

## RESPONSIBILITIES

1. To receive and consider reports from the LA, headteacher, members of staff and parents about matters relating to items in the terms of reference.
2. To contribute to, monitor and evaluate assigned sections of the SEF, linked key issues in the SDP and policies allocated to this committee and thence to report to or make recommendations to the full governing body.
3. To consider recommendations from relevant external reviews/audits, to agree actions needed, to monitor and evaluate the implementation of any plan agreed and thence to report to or make recommendations to the full governing body.
4. To consider the views of staff, pupils and parents when making strategic decisions
5. To consider the impact on equality when making recommendations and reviewing / drafting policies.
6. To keep terms of reference under review and recommend any changes to the full governing body prior to the annual review of committees.

## TERMS OF REFERENCE

### a) Safeguarding

- i) to ensure that effective safeguarding procedures are in place and staff have access to up-to-date training
- ii) to monitor and evaluate the impact of safeguarding policies and monitor all safeguarding incidents including the single central record
- iii) to ensure that the school conducts effective risk assessments and has relevant e-safety arrangements in place

### b) PSHE

- i) to monitor the extent to which pupils enjoy and have a positive attitude to learning, have respect for each other, for adults and have regard to British values
- ii) to monitor the extent to which pupils contribute to the school and the wider community and engage in decision-making about issues which affect the quality of their learning

### **c) Behaviour and attendance**

- i) To oversee pupil attendance, punctuality and follow-up procedures for absent pupils and the impact of strategies to improve behaviour and attendance
- ii) to monitor the effectiveness of the behaviour policy in promoting good behaviour and respect for others
- iii) to monitor and evaluate patterns and trends in relation to exclusions and rewards and the school's follow-up and support of excluded pupils
- iv) to monitor all behaviour incidents including types, rates and patterns of all forms of bullying and harassment

### **d) Communication**

- i) to review communication with parents/carers and monitor the effectiveness of the school's engagement with parents and carers, particularly those who find it hard to engage
- ii) to ensure the school website is kept up-to-date and statutory requirements are fulfilled
- iii) to liaise appropriately with the PTA

### **e) Community and involvement**

- i) to seek the views of pupils, parents and staff about the school and consider how these are taken into account in planning and day-to-day practice
- ii) to evaluate the effectiveness of partnerships with other schools and community groups, including business, to improve the school, extend the curriculum and improve the range and quality of learning experiences for pupils
- iii) to keep under review community use of the school
- iv) to liaise with the School Council and to ensure the GB is informed of pupils' views and responds appropriately

### **f) General**

- i) to monitor pupil applications and admissions
- ii) to keep under review the GB's complaints guidance and monitor the complaints log
- iii) to review annually the equality objectives and publish the ways the school is meeting its public sector equality duty

## **POLICIES AND DOCUMENTS FOR REVIEW BY THIS COMMITTEE**

Attendance Policy  
Behaviour and Anti-bullying Policy  
CCTV Policy  
Child Protection & Safeguarding Policy  
Equal Opportunities and Inclusion Policy and Objectives  
eSafety Policy  
FGM Prevention Guidelines  
Intimate Care Policy  
Making a Complaint guidance  
Positive Handling Policy  
PSHE Policy

Race Equality Policy  
Register of behavior incidents  
Register of bullying and racist incidents  
Register of exclusions  
Register of pupil admissions to school  
Register of pupil attendance  
Register of safeguarding alerts/referrals to SPA  
Single Central Record including accident report forms, medical reviews and fire precautions  
Trip Risk assessment