

Education and Welfare Committee -Terms of Reference

Membership:	At least four governors plus the headteacher
Quorum:	Three governors
Meetings:	Minimum of three per year, related to the full GB meetings
Raison d'être:	Education is the primary purpose of the school while the Welfare of the pupils, staff and wider community are critical to achieving that purpose.
Remit:	The Committee is an advisory group reporting and making recommendations to the Full Governing Body (FGB). The FGB must take all decisions concerning the adoption of these recommendations

Tasks: Education	Tasks: Welfare
To consider and make recommendations to the FGB on standards and other issues relating to the school's curriculum and educational matters, including statutory requirements and the school's curriculum policy.	To work in consultation with the headteacher to provide guidance to the governing body on all matters relating to the health and welfare, both corporal and spiritual, of the pupils and staff of the school and to foster a link with the wider community
To monitor and review information about School performance and the method of reporting to parents according to statutory requirements,	To ensure that the staff handbook is in place and all staff are informed of the grievance and disciplinary procedures of the School
To contribute to the School Development Plan, (SDP).	To monitor the programme of staff development and training and ensure that it is meeting the needs of the School and its staff
To consider complaints made by parents, provision for information and the operation of the charging policy with respect to curriculum needs;	To check that arrangements for Staff appraisal are in place and being implemented in line with the School's Performance Management Policy
To determine appeals from parents regarding temporary withdrawal of a pupil from part of the National Curriculum	
To ensure that staffing policies support the SDP and to contribute to the annual review of the Plan.	Report to FGB any decisions made by them in accordance with their delegated powers.

Policies:

Policy	Date Reviewed	Next Review	Reviewed
Sex & Relationship Education (Jigsaw PHSE)	Autumn 2019	Autumn 2022	3 yrs
Special Education Needs	Autumn 2020	Autumn 2021	Annual
Behaviour	Autumn 2020	Autumn 2022	2 yrs
Child Protection	Autumn 2020	Autumn 2021	Annual
Supporting Pupils with a medical condition	Autumn 2020	Autumn 2023	3 yrs
Curriculum	Autumn 2014	Spring 2019	3 yrs
Home School Agreement		Summer 2019	3 yrs
Marking & Feedback	Autumn 2017	Spring 2021	3 yrs
Whistleblowing	Spring 2018	Spring 2021	3 yrs
Separated Families	Spring 2018	Spring 2021	3 yrs
Managing Allegations against Staff	Spring 2018	Spring 2021	3 yrs
Anti Bullying	Spring 2018	Summer 2021	3 yrs
Parental Complaints	Spring 2018	Summer 2021	3 yrs
Looked After Pupils	Autumn 2018	Summer 2021	3 yrs
Sickness Absence	Autumn 2018	Spring 2022	3 yrs
Spiritual Moral & Cultural	Spring 2019	Spring 2022	3 yrs
Collective Worship	Spring 2019	Spring 2022	3 yrs
Religious Education	Spring 2019	Summer 2022	3 yrs
Staff Discipline & Capability	Spring 2018	Summer 2022	3 yrs
Performance Management	Autumn 2019	Autumn 2022	3 yrs
Vexatious Complaints	Autumn 2019	Autumn 2022	3 yrs
Attendance	Spring 2020	Summer 2023	3 yrs
Equality & Diversity	Summer 2020	Summer 2023	3 yrs
Governor Allowances	Summer 2020	Summer 2023	3 yrs
Staff Code of Conduct	Autumn 2020	Summer 2023	3 yrs

Statutory Policies are listed in **bold**.

Lead Governors: Chair of Education and Welfare Committee
 SEN
 Designated Safeguarding Governor

ACTIVITIES:

First meeting	Agree chair & minute taker
	Agree work priorities
	Identify training programme for new committee members and development for existing members

Autumn term	Look at pupil tracking systems and assessment procedures.
	Discuss Analysis of School Performance (ASP) data and implications.
	Study School Development Plan and ensure monitoring is in place and appropriate.
	Review Statutory Policies: Pupil Behaviour, Child Protection, Special Education Needs, Supporting Pupils with a medical condition and Sex & relationship education (every 3 years).
	Agree which non statutory policies to be reviewed throughout the year and begin process of review
	Receive report on Race Equality & Ethnic Diversity Policy
	Carry out the Performance Management of Headteacher, through a sub-committee of 3 Governors.

Spring term	Receive report on progress of performance management and costings.
	Review progress and monitoring of School Development Plan.
	Discuss next year's School Development Plan – priorities and costings.
	Review Policies agreed in Autumn Term.
	Receive report on effectiveness of Safeguarding Policy
	Receive report on pupil attendance and make recommendations to GB as appropriate.
	Lead GB on questionnaire for parents
	Review progress and monitoring of School Development Plan
	Mid-year Review of Headteacher Performance Management

Summer term	Review progress and monitoring of School Development Plan.
	Review Policies agreed in Autumn Term.
	Review Staffing for next year.
	Create Equality Impact Statement
	Undertake self review for the year to assess whether priorities have been achieved; make recommendations to the GB on committee membership, terms of reference, delegated powers and new year priorities.