

## University of Birmingham School Pastoral Committee Terms of Reference

<b>Review Frequency</b>	Annually	<b>Review date</b>	November 2015
<b>Governing Committee Responsible</b>	Pastoral Liaison	<b>Next Due</b>	November 2016
<b>Governor Approval (date)</b>	10 December 2015	<b>Website</b>	
<b>Staff Responsible</b>	M Roden	<b>Date Produced</b>	June 2015

### Appointment, Procedure and Quorum

1. Up to **four** Governors shall form the Committee and these shall be appointed annually by the Board of Governors at its first normal meeting in each school year. The Committee may also choose to co-opt up to **two** external members, provided that the majority of members are Governors.
2. **The Governing Body shall elect a Chair, or the Committee shall elect its own Chair at the first meeting in each school year**, and he/she shall hold office, provided he/she remains a Governor and member of the Committee until the appointment of his/her successor. No person employed at the School may be the Chair.
3. The Principal shall be ex-officio a Member of the Committee and the Chair of the Board of Governors (if not a member) shall be invited and entitled to attend.
4. Any question coming before the Committee shall be decided by a majority of members present and voting except that, in the case of an equality of votes, the Chairman shall have a casting vote. A vote should only be taken if a majority of members present are Governors.
5. The Committee shall determine its own dates of meetings but meet at least once a term. This does not preclude further special meetings which, with the agreement of the Chairman of the Committee, may be arranged at any time between scheduled meetings. Alternatively, any three members may requisition a meeting.
6. Meetings shall be called by the Clerk to the Governors or his/her representative in writing and/or by email, giving seven clear days' notice and a copy of the agenda of the meeting. Proposals or reports involving questions of substance shall be in writing and circulated with the agenda.
7. Minutes of the meetings shall be kept and, except for Minutes which the Committee determines to be confidential, shall be circulated to the next Meeting of the Governing Body.
8. The quorum for the Committee shall be **three** members of the Committee, of which a majority are Governors.

### Terms of Reference

#### 1. Behaviour and Exclusions

As the body responsible for the general conduct of the School, the Governors recognise that good behaviour on the part of pupils is a necessary condition for effective teaching and learning to take place. Equally, it is recognised that when a pupil misbehaves, he/she must be dealt with properly but fairly and that victims of harassment or bullying are given help and protection. The Pastoral Committee:

- will recommend to the Governors a behaviour policy, and from time to time review measures to promote among pupils self-discipline and proper regard for authority with a view to encouraging good behaviour on the part of pupils.
- may recommend to the Governors the range of sanctions which may be employed by the Principal in disciplinary cases provided that the Principal alone shall determine the sanction to be imposed in any particular case, including exclusion from the School.
- will review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (can be delegated to Chair/Vice-Chair in cases of urgency).
- shall act on behalf of the Governing Body in receiving representations from parents of excluded pupils. The Principal shall promptly inform the Committee of exclusions.
- shall consider every permanent exclusion and may confirm the exclusion or order re-instatement.

## **2. Inclusion, Equality and Safeguarding**

The Pastoral Committee:

- shall ensure that the School has a Safeguarding and a Child Protection Policy and procedures in place that are in accordance with Local Authority Safeguarding Board and DfE guidance.
- shall ensure, as far as is practical, that Safeguarding issues are appropriately prioritised
- will establish and review a Special Educational Needs and Disability (SEND) Policy.
- will keep under review the general and specific duties under current equality legislation, establishing and publishing annually an 'Equality Information and Objectives Statement'.
- will designate a "responsible person" for children with SEN (this will be the Chair unless otherwise agreed).
- will designate a "responsible person" for looked after children (this will be the Chair unless otherwise agreed).
- will establish an accessibility plan and review it every three years.
- will establish and review annually a Child Protection Policy and relevant procedures.
- will establish and review a Pupil Premium and Sixth Form Bursary Policy, in conjunction with the Resources Committee, ensuring additional funds are used appropriately in order to there is no 'gap' in educational experience and achievement.
- will establish and review a Preventing Extremism and Radicalisation Policy.

## **3. Pastoral care, family involvement and pupil welfare**

The Committee will:

- monitor attendance data and may recommend and review policy regarding leave of absence for pupils within the meaning of the Education (Pupil Registration) Regulations 1995.
- receive reports on the impact of strategies to support pupils' personal and emotional welfare and make recommendations to the Board of Governors.
- receive reports on the views of pupils of the school and will make recommendations to the Board of Governors.
- adopt and review the home-school agreement
- establish, publish and review a complaints procedure.
- establish and publish a Freedom of Information scheme and ensure the school complies with it.