



STUDENT WELFARE & INCLUSION PANEL TERMS OF REFERENCE

Remit and Responsibilities of the Panel

The Panel shall be responsible for the matters set out in the scope and responsibilities of these terms of reference, in relation to the operational oversight of all issues relating to the welfare, safety and development of pupils and of the school's relationships with parents and partners.

Proceedings of Panel Meetings

The proceedings of the Panel will fall under the Standing Orders of the Trust Board as laid down in the Scheme of Delegation.

Authority

The Panel is authorised by the Trust Board to:

- carry out any activity authorised by these terms of reference and delegated powers through the Trust's Scheme of Delegation;
- seek any appropriate information that it requires from any Officer of the Trust
- to review the school policies delegated to Panel (as defined in the Policy Schedule), in accordance with the school's cycle of review.

Reporting

The Panel will submit reports and minutes to the Trust board upon request, and the chair or vice-chair of the Panel will attend the Trust Quality of Education panel to provide updates and guidance.

	Terms of Reference	How	When
1	To maintain the values and ethos of the Trust and the school by ensuring that effective systems are in place for the pastoral care of students.	To receive and discuss reports from senior leaders on ongoing measures to monitor the effectiveness of pastoral care and attainment of key groups including, PP, CIC PCIC, EAL, Gender, SEND K and E. To continuously seek improvements to processes and benchmark best practice.	Termly
2	To Monitor the extent to which pupils, including those from different groups, contribute to the school and wider community and engage in decision-making or consultation about issues which affect the quality of their learning.	To meet and discuss with representatives from Student Voice and other student groups issues that concern them. Extracurricular Engagement Report key findings to the full LGB for their consideration.	Termly

		To have overview of student voice surveys To receive and discuss an annual update from the Governor leading on Student Engagement	Summer
3	To support the Trust by ensuring that safeguarding and child protection procedures are effective, that all staff have completed up-to-date training and that the school is meeting its statutory responsibilities in respect of Safeguarding and Prevent.	To receive and discuss a report from the school Safeguarding Lead and the Safeguarding Governor and to report summary findings to the Trust Quality of Education Panel To discuss student health and wellbeing	Termly
4	To ensure that robust Health and Safety strategies are in place to ensure that risk is effectively managed and that the school is a safe environment for students, staff, and visitors.	To review CWAC H&S Audit and ensure the implementation of any actions therein. To discuss any significant works taking place on-site that could present risks and ensure that sufficient mitigation is in place. To receive and discuss reports on any incidents resulting in serious injury. To discuss a breakdown of accidents, injuries and sickness reported at the school and make recommendations as appropriate. To discuss student health and wellbeing.	Autumn Term As Required Termly
5	To critically consider the high-level risk management areas attributable to the Panel. (Risk register)	Annual review of key high-level risks and the mitigation activities undertaken.	Termly
6	Review the effectiveness of policies relating to student behaviour and discipline.	To ensure that the school have robust and effective policies with regards student discipline. To receive and discuss reports on the number and nature of incidents resulting in disciplinary action being taken by the school. To monitor and review rates of exclusion and other serious sanctions. To sit on suspension and exclusion appeal panels as required	Spring Term As Required
7	Review the effective implementation of the Trust's Careers Policy	To ensure that the school has a robust and effective Careers Education, Information Advice and Guidance (CEIAG) curriculum and to receive update reports from the CEIAG lead Destination data Y11 and Y13	Termly

8	To receive and discuss a report on the application of the SEND and Inclusion Policy, including EAL	SENDco and Deputy Headteacher (Pastoral) to present a report on student progress, well-being and measures implemented to improve processes. Benchmark best practice.	Termly
9	Monitor the effectiveness and impact of the Pupil Premium strategy including extra-curricular participation.	Update on strategies Review of PP Strategy statement To receive and discuss reports from SLT PP strategy outcomes.	Spring Term
10	Ensure agreed admissions procedures are implemented and are compliant with the Trust's policy	To review admissions data To hear stage 1 admissions appeals	
11	To monitor the effectiveness of the Alternative Provision support available for students and the progress that they are making.	To receive and discuss a report from the designated teacher for Alternative Provision.	Spring Term
12	To monitor pupil attendance, punctuality at school and in lessons, the follow up procedures for absent pupils and the impact of the school's strategies to improve attendance.	To review data and challenge actions being taken by the school to improve attendance.	Termly
13	To monitor the support available for looked after and previously looked after children and the progress that they are making.	To receive and discuss an anonymised report from the designated teacher for looked after and previously looked after children.	Summer Term
14	To monitor sixth form admissions and ensure students receive high quality school experience	To receive and discuss student voice surveys To review admissions and attendance data and to have oversight of admissions criteria	Termly
15	To monitor the areas of the School's Annual Development Plan designated to this Panel	Review/discuss/challenge at every meeting	Termly
16	To consider any complaints received from parents referred to the Panel. To monitor and discuss the level and nature of complaints and review their outcomes.	Deputy Headteacher to present summary of complaints and response times. To investigate and/or sit on complaints panels as necessary in line with the Complaints policy	Summer Term
17	To deal with any matter specifically referred by the Governing Body.	As delegated by Governing Body.	As required
18	To formally review and ensure that Statutory Policies relevant to the Panel are fit for purpose.	Clerk to ensure policy reviews as per master calendar.	As required
19	To formally review the school reading strategy and impact	Report to governors Q&A with Literacy lead	Spring term
Delegated Policies Relationships Education and RSHE Policy Equality information and Objectives Statement Accessibility Plan Anti-bullying Policy Behaviour Policy Non-radicalisation and Prevent		Oversight of Trust Policies Careers Policy Attendance Policy Child Protection and Safeguarding Policy Trips and Visits Policy Admissions Policy CCTV Policy Complaints Policy and Procedures	

SEND Local Offer SEND Policy Suspension and Exclusion Policy Gatsby Benchmarks and Provider Access Policy Accessibility Plan Health and Safety Policy including First Aid Procedures EYFS (if applicable) Online Safety Children with health needs	First Aid Policy, Allergen and Anaphylaxis and Administering Medication Policy Supporting pupils with medical conditions
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