

TERMS OF REFERENCE FOR PUPIL MATTERS COMMITTEE

Note: It is a statutory requirement that all delegation is reviewed on an annual basis.

- 1) **Membership**
The governing body has to decide the membership of the committee on an annual basis. A clear resolution approving the membership of the committee must appear in the minutes of the main governing body. Where the head is a governor they will be an automatic member. The committee will elect from their number a chair and vice chair at the first meeting of each academic year.
- 2) **Name of Clerk:**
The governing body will appoint a trained paid clerk to the meeting. When this person is not available, a clerk will be appointed from amongst the committee (who must not be the headteacher of the school).
- 3) **Quorum:**
The quorum shall be half the members of the committee of which the headteacher shall be one.
- 4) **Meetings:**
Meetings will be held regularly / at least once each term, as required. One week's notice of the agenda must be given by the Clerk of the committee when convening a meeting. The Clerk will be responsible for calling the meetings and producing minutes. Committee minutes will be sent to the governing body for noting.
- 5a) **Function:**
Decisions made by the committee must be consistent with the implementation of the National Curriculum. The remit of the committee is the provision of Religious Education and Collective Worship, Curriculum Policies, the Governing Body's Sex Education Policy, Learners' care and well being, Equality and Diversity, Target setting, equal opportunities, the provision for pupils with special educational needs and the priorities identified within the School Development Plan.
 - i) One of the main functions of the committee will be to review as necessary any of the governing body's curriculum policies and to consider any changes which are required, and to approve them. To enable them to do so effectively they will, from time to time, be required to form a task group to work in close collaboration with the staff of the school whose professional expertise will be invaluable.
 - ii) The committee will work with the Head and staff to undertake any preliminary review or audit of the School Development Plan prior to its submission for approval to the Governing Body.
 - iii) The committee will monitor the sections of the School Development Plan that are concerned with the curriculum.
 - iv) The committee will monitor and review action plans and schemes in relation to: Religious Education and Collective Worship, Curriculum Policies, the Governing Body's Sex Education Policy, Learners' care and well being, Equality and Diversity, Target setting, equal opportunities, the provision for pupils with special educational needs and the priorities identified within the School Development Plan.

Approved by Full Governing Body: 04/10/10

POLICY REVIEW CHART: PUPIL MATTERS COMMITTEE				
Policy	Last review by committee & date	Approved by Governors (date)	Review interval & review date	Ownership of Policy
<i>Attendance targets</i>	Jan 2011		Annually/ Jan 2012	Ruth Whitehead Gov Body Resp
Bullying & harassment	June 2010	June 2010	June 2011	Ruth Whitehead and Joss Sanders
* Child protection and after school clubs & activities	Working on EPM model policy – Jan 2011. Changes to lead govs for comment		Jan 2011	Kate Davies Ruth Whitehead Rob Cassels
* Children not collected at the end of the school day	Working on EPM model policy – Jan 2011. Changes to lead govs for comment		Jan 2011	Kate Davies Ruth Whitehead Rob Cassels
Collective worship (policy on)	Jan 2011. Changes to lead govs and diocese for comment.	Sept 2007	Feb 2011	Ruth Whitehead & Mary Sutcliffe Gov Body Resp
Curriculum policy	See GTL Annex 2 p233-236 & GBDP			HT Resp
Disability equality policy	Jan 2011. Model policy to lead govs for comment	Oct 2007	Feb 2011	Joss Sanders & Mark Norman
<i>Early years foundation stage statutory framework</i>	<i>Jan 2011. Document in place, no changes necessary.</i>	<i>Feb 2009</i>	<i>Jan 2013</i>	<i>Beci McCaughran & Mark Norman</i>
<i>Exclusion of pupils</i>	Exclusion Guidance April 2010 CCC in place. Jan 2011 – no changes necessary.		Jan 2012	Bei McCaughran & Ruth Whitehead
<i>Home-school agreements</i>	Oct 2002	Oct 2002	June 2011	Joss Sanders & Mary Sutcliffe
Race equality scheme	Await EPM update ?			Joss Sanders & Mark Norman
School discipline & pupil behaviour policies	Jan 2011 – changes to lead govs for comment.	Oct 2008	Jan 2011	Beci McCaughran & Ruth Whitehead Gov Body Resp
Sex education policy	Jan 2011. Lead govs & Kate Davies to form sub-committee and review.	June 2010	Feb 2011	Ruth Whitehead Joss Sanders Gov Body Resp
Special educational needs policies (SEN & Gifted and talented)	Jan 2011 – current policy and any proposed changes to lead govs for comment.	March 2010	Feb 2011	Mary Sutcliffe Emma Williams
<i>Target-setting for schools</i>	Nov 2011 With SIP		Annually – by Dec 31st	Mark Norman & Joss Sanders Gov Body Resp

* Model Policies from Education Child Protection. *Italics = document not policy*