

Terms of Reference Pastoral and Community Committee

Membership (appointed annually)

A minimum of 3 members of the Governing Body:

- Lisa Jefferson
- Kim Law
- Jenny Leahy
- Becky Davies

Headteacher

- Sarah Coleman

The governing body may also appoint 'associate members' to this committee. An associate member is not a governor and does not have voting rights.

Chair: Jenny Leahy

Clerk:

Quorum: 3 voting members

Committee Task

The main purpose of this committee is:

- To advise the governing body on establishing, maintaining and developing a high quality of communication between the school and the parents and wider community
- To monitor the pastoral care of children including how the school meets the needs of learners through its distinctive Christian character

How the committee will exercise their duties in relation to each purpose:

In these areas the committee has the power to act on behalf of the governing body and will give progress reports:

- 1 To advise the governing body on establishing, maintaining and developing a high quality of communication between the school and the parents and wider community
 - 1.1 *Pupils*
 - 1.1.1 Be an audience for the pupil voice, monitor the effectiveness of the school's council and be an audience for them to address. To include:
 - a meeting with the school council
 - review of school council minutes
 - access to relevant information such as NSPCC, clubs, extended school opportunities
 - access to and know a school governor
 - 1.2 *Parents*
 - 1.2.1 Monitor the effectiveness of school to home communication. To include:
 - newsletters
 - correspondence
 - email
 - telephone messaging
 - emergency contact policy

- 1.2.2 Monitor how effectively the school communicates its values and structure to the parents and wider community. To include:
 - school prospectus
 - website
 - entrance information, eg who's who
- 1.2.3 Ensure that parents views inform school improvement. To include:
 - focus group meeting
 - questionnaires
 - access to governors
- 1.2.4 Ensure that parents are aware of the role of the governors. To include:
 - a newsletter to parents/annual governors report to parents
- 1.3 *Wider community and links with the church*
 - 1.3.1 Ensure that the school effectively communicates with the local church. To include:
 - promotion of church events and worship opportunities, especially those for pupils
 - 1.3.2 Ensure that the profile of the school is effectively communicated to the wider community and 'prospective' families. To include:
 - review of profile in local papers
 - collation of letters of commendation
 - approval of developments to the prospectus and website
- 2 Monitor the pastoral care of children including how the school meets the needs of learners through its distinctive Christian character
 - 2.1 Monitor worship, establishing how effective the worship experience is. To include:
 - the status of worship
 - pupil's attitudes to worship
 - the extent to which it provides inspiration and affirmation and how it develops learners' knowledge and understanding of Anglican faith and practice
 - monitor post SIAMS action plan
 - 2.2 Ensure the school fulfils its statutory duties in safeguarding children. To include:
 - child protection
 - positive behaviour
 - anti-bullying and equal opportunity
 - educational visits follow correct risk assessment
 - e-safety
 - 2.3 Ensure the school fulfils the 5 outcomes of Every Child Matters – Be Healthy, Stay Safe, Enjoy and Achieve, Make a Positive Contribution, Achieve Economic Wellbeing. To include:
 - review of progress with the Healthy Schools Action plan
 - 2.4 Monitor and review the school's sex and relationship policy.
 - 2.5 Monitor attendance policy.

Monitoring strategies

- Pupil interviews – School Council
- Questionnaires
- Attending worship – class and whole school
- Staff interviews
- Reviews of documentation – newsletter, websites, correspondence
- Request reports from staff in relation to their areas of responsibility

Minutes

Minutes are to be taken by the committee clerk at every meeting. These are to be forwarded to the clerk to the governors who will circulate to all governors prior to each meeting of the full governing body. A file copy of the minutes to be kept in school.