

Pastoral Committee
Terms of Reference and Standing Orders
2016 – 2017

1. Terms of Reference

Our aim is to realise our students' potential as whole human beings. That includes the knowledge and skills they learn at school, but also their development into young adults, their physical and emotional health, and their spiritual needs.

The Pastoral committee generally focuses on all aspects of our students' life in college, outside the taught curriculum. The Full Governing Body has delegated the power to this committee to carry out the following specific tasks:

- Review the effectiveness of policies related to student behaviour and discipline;
- Monitor and review student attendance;
- Monitor and review rates of exclusion and other serious sanctions;
- Review arrangements for tutor groups and the operation of the house system;
- Review the college ethos, and non-curriculum activities designed to promote it such as the Chesterton Challenge;
- Review arrangements to safeguard and promote students' physical and mental well-being;
- Monitor and review the progress of related school priorities in the College Improvement Plan;
- Visit school activities and hold discussions with staff to monitor delivery of pastoral arrangements as part of the school's self-evaluation systems;
- Review the curriculum for personal and social education (PSE).

In addition the committee will:

- Review and updates school policies within its remit (see Section 7)
- Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the governing body;
- Contribute to governing body and school self review with particular reference to OfSTED Self Evaluation Forms - SEF (formally S3 AND S4);
- Plan, monitor and evaluate appropriate sections of the School Development Plan/School Improvement Plan and/or Post OfSTED Action Plan.

2. Membership and voting

The committee shall consist of not less than **SEVEN** governors. Other members of the governing body may attend meetings of the Pastoral committee and may contribute to discussions on matters under consideration.

Members of the College Senior Leadership Team will act as Associate Members of the committee, as appropriate to their areas of responsibility.

Only governors who are full members of the committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the committee.

3. Quorum

A minimum of **FOUR** Governors.

4. Meetings

Members of the committee are entitled to seven days notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the committee chair decides the issue needs urgent attention. Some decisions may be made virtually (by e-mail) at the behest of the Chair.

All committee meetings must be minuted. The minutes must be circulated with the agenda of the next Pastoral committee meeting.

5. Chairmanship

The chairmanship of the Pastoral committee is to be decided by the members of the committee at the first meeting of each academic year.

If the Chair is absent from a meeting, a **non-staff** governor may be elected to take the chair for the duration of that meeting.

6. Partnership with the Headteacher

In carrying out its functions the committee will receive information and advice from the Headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.

The Headteacher is entitled (but not obliged) to attend all committee meetings and has full voting rights (provided s/he is a governor).

7. Policies

The committee will make recommendations to the whole governing body on the following policies, guidelines or targets:

1. Attendance Policy and Procedures
2. Behaviour (Including Exclusions and Anti-bullying) Policy
3. Collective Worship + RE Agreed Syllabus Policy
4. Ethos
5. Healthy Schools policy (including EHWP (Emotional Health and Well-Being), PSE, Physical Activity and Healthy Eating)
6. First Aid Policy
7. Physical Intervention Policy
8. Equality duty statement
9. Safeguarding and Child Protection Policy
10. Supporting Students with Medical Needs
11. School Uniform Policy
12. Sex and Relationship Education Policy
13. Visitor Policy

The full governing body accepted these terms of reference on ...

