



TERMS OF REFERENCE FOR PASTORAL COMMITTEE

Constitution

The Board of Trustees hereby resolves to establish a committee of the Board to be known as the Pastoral Committee

Membership

- The Committee shall have a minimum of three members appointed by the Board
- The majority of members of the Committee shall be members of the Board, but the Board shall be entitled to appoint persons to the Committee who are not members of the Board
- The Chair shall be a Trustee of the Board
- The Pastoral leads of each Academy's SLT will normally attend meetings of the Committee
- The Executive Principal/Principals shall attend as need dictates and/or at the request of the Committee

QUORUM

- The quorum for meetings of the Committee will be two members of the Committee who are also Trustees (who may include the Executive Principal if a member)

COMMITTEE CHAIR

- The Board will appoint a Chair from the members of the Committee who are also Trustees but not Academy employees
- The term of office for the Committee Chair will be as determined by the Board, but on expiry of the term of office the existing Chair shall be entitled to continue in office until the Board has appointed a successor
- If the Committee Chair is not present at the meeting, the members will elect a Chair for the meeting from amongst their number who must be a Trustee

FREQUENCY OF MEETINGS

- The Committee shall meet at least three times per year at such time and place as may be determined by the Chair
- The Chair of the Committee is authorised to take appropriate action as necessary in accordance with these Terms of Reference
- Any member shall be able to participate in meetings of the Committee by telephone or video conference provided:

1. s/he has given notice of his intention to do so detailing the means of contact where s/he can be reached in good time before the meeting, and
2. if after all reasonable efforts this does not prove possible, the meeting may still proceed with its business provided it is quorate

The Clerk will circulate minutes of meetings of the Committee to all Trustees of the Board.

PURPOSE

The purpose of the Committee is to support the students, staff and whole Trust community in removing “*Barriers to Learning*” with the primary focus that all young people in the Trust are able to learn and develop to their full potential in a safe and secure learning environment, and to make appropriate comments and recommendations on such matters to the Board of Trustees on a regular basis.

TERMS OF REFERENCE

By their nature, Pastoral matters cover a wide range of areas. The intention therefore is to keep these Terms of Reference sufficiently broad so as to not restrict the Committee’s reach. This will allow the Committee the flexibility to address “*Barriers to Learning*” beyond the specific items reserved for the Committee, whilst working to a framework that ensures core issues are dealt with as appropriate.

RESPONSIBILITIES

1. Fixed Term Exclusions:
 - a. To hear and review complaints from parents regarding fixed term exclusions and consider whether any excluded student should be reinstated immediately; by a specific date; or not reinstated, and to direct the Principals accordingly; and in any case where it decides not to reinstate a student it will inform the parents of their right to appeal where the fixed term exclusion was over 5 days. The Committee will ensure this disciplinary procedure is conducted with as much speed as possible and in compliance with any applicable legal requirements.
 - b. Consider any student disciplinary cases which may be referred to the Committee by the Principals
 - c. To review Permanent and Fixed Term exclusion figures every term
2. Attendance:
 - a. To ensure adherence to the Attendance & Punctuality Policies
 - b. To review attendance data every term.
 - c. Review proposed amendments to the Attendance & Punctuality Policies on an annual basis.
3. Anti-Bullying:
 - a. To ensure adherence to the Anti Bullying Policies
 - b. To review Anti Bullying data every term
 - c. Review proposed amendments to the Anti Bullying Policies on an annual basis
4. Behaviour for Learning & Reward: To ensure adherence to the Behaviour for Learning & Reward Policies; and review proposed amendments to the policies on an annual basis
5. Child Protection: To ensure adherence to the Child Protection and Safeguarding Policies and review proposed amendments to the Child Protection and Safeguarding Policies
6. Vulnerable Students: To monitor the progress of vulnerable students and receive reports from the SenCo and other key SEN staff on a termly basis, and more frequently as situations may require

7. Pupil Premium: To monitor the progress of Pupil Premium students and receive reports from senior SLT on a termly basis and more frequently as situations may require
8. Careers: To receive termly updates from the Careers Officer and review proposed amendments to the Careers Education, Information, Advice & Guidance Policies
9. Place2Be/Place2Talk: To receive termly updates as standard agenda item
10. Bullying and Racist Comments Log: To receive termly reports from relevant staff on the actions taken in respect of the Bullying and Racist Comments Log
11. Children Looked After (CLA):
 - a. To receive termly reports from relevant staff in line with the CLA policy
 - b. Receive and review the annual CLA report prior to issuance to the Board of Trustees
 - c. Review proposed amendment to the CLA policy on an annual basis
12. Other Policy matters: To oversee and review proposed amendments, prior to formal ratification by the Board of Trustees on the Trust policies as outlined in the Trust's scheme of Delegation
13. Medical and Health Matters. Where appropriate receive updates on serious medical and health matters in order to consider the potential impacts (and mitigants) any such circumstances may have in connection with the Committee's "purpose"
14. Catering: To receive (and reasonably act upon) feedback, including but not limited to quality, pricing and service, from the Student Parliaments (and other feedback where there is an emergent theme) on the quality and accessibility of the catering facilities within the Trust
15. Admissions
 - a. Review the admissions numbers on a termly basis compared to the Pupil Admittance Number (PAN)
 - b. On an annual basis, review recommendations from the relevant member of SLT concerning the arrangements for the admission of students to each school in the Trust
 - c. Review proposed amendments to the Trust's Admissions Policies on an annual basis
16. Bursary: To receive an annual report in respect of the Bursary usage and review proposed amendments to the policy
17. To ensure that the Committee is fully versed in the Pastoral work and performance of each Academy, and is able to cogently discuss this with external bodies, eg Ofsted, SIP

Finance and Personnel

To consider pastoral matters which have implications for finance and personnel decisions and to make recommendations to the Resources and Workforce Development Committee

Other Memberships

The Chair of the Pastoral Committee shall:

- oversee arrangements for individual Committee members to take a leading role in specific areas of provision, e.g. Special Educational Needs and Disabilities (SEND), Behaviour, Attendance and Sex and Relationships Education (SRE)
- receive regular reports from them and to advise this to the Committee



The Chair of the Pastoral Committee will also be a member of the Admissions Committee, with any other Trustee, not employed by the school, able to represent the Chair if unable to attend.