

# Behaviour and Welfare Committee

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## TERMS OF REFERENCE

### 1. Membership, attendance and reporting

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1. A quorum of the Committee shall be three members.
2. The Head teacher (or their representative) plus the relevant governors will normally attend meetings of the Committee. The Committee may invite other governors or individuals to attend as it considers appropriate.
3. The minutes of these Committee meetings shall be formally recorded and submitted to the Governing Board meeting. A report shall also be made to the Governing Board by the Chair of the Committee.

### 2. Frequency of meetings

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The Governing Board shall determine how often the Committee shall meet, which shall be not less than three times a year. If at any time the Governing Board requests a meeting with the Committee the Chair shall ensure that such a meeting is arranged as soon as reasonably practical.

### 3. Remit and Duties

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#### Remit

The Remit of the Committee covers the following key areas:

- Exclusions, attendance and punctuality;
- Bullying, drugs, racist incidents etc;
- Safeguarding and child protection;
- Monitoring the Behaviour and Welfare strand of the School Improvement Plan;
- Attendance; and
- Exclusions.

#### Duties

The specific duties of the Committee shall be to work in partnership with the Head teacher and relevant staff to:

1. provide an effective overview of the school's work in the area of Behaviour and Welfare;
2. receive a termly report on the key areas as outlined under Remit;

3. review and approve, on behalf of the Governing Body, all relevant policies;
4. participate in the development and monitoring of the School Improvement Plan;
5. ensure that the school meets its statutory duties with regard to behaviour and exclusions etc;
6. keep up to date with local and national educational initiatives including Ofsted inspection frameworks and other relevant documentation;
7. ensure the Governing Board's duties on pupil record keeping, disclosure of pupil information and pupil reports are fulfilled;
8. ensure a home-school agreement is in place and monitored;
9. receive and deal with any complaints in line with the approved complaints procedure;

## **4. Reporting arrangements**

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Minutes of the Behaviour and Welfare meetings will be circulated to committee members. They will also be included in the documentation for Full Governing Board meetings held three times per year.

**The following items may be considered at the appropriate time during the school year by the Committee:**

- School self-evaluation calendar;
- School SEF;
- School Improvement Plan;
- External reports;
- Exclusion data;
- Attendance and Punctuality data;
- Updates on the current School Improvement Plan.
- Progress against agreed school and year group targets.

## **5. Availability of Terms of Reference**

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These terms of reference will be made available to all Governors with inspection copies for staff and parents. A 'read only' copy will be on the school's website.

## **6. Annual review of effectiveness**

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The Committee will undertake a self-assessment of its effectiveness on at least an annual basis.

## **7. Annual Review of Terms of Reference**

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These terms of reference will be reviewed by the Governing Board on at least an annual basis.