



## STUDENT WELFARE AND CATHOLICITY COMMITTEE 2023-24

### TERMS OF REFERENCE

#### 1. CONSTITUTION

The Committee shall consist of ex-officio Governors – the Chair and Vice Chair of the Governing Body and the Headteacher – and at least four other Governors. The quorum for meetings shall be three, of whom one should normally be the Headteacher. The Committee must elect a Chair (and Vice Chair at its discretion) annually at its first meeting each academic year. The current membership of the Committee is as shown at paragraph 2 below.

#### 2. MEMBERSHIP FOR 2023-24

- Ex-officio: Nicole Sharp (Chair of Governors), Robert Belcher (Vice-Chair), Ben Doyle (Headteacher).
- Chair: Louise McDonald
- Members: Tracey Allen, Fr John Nelson Amy Alderson, Kieran Allen
- In Attendance: Karen Robinson (Assistant Head), Mike Spackman (Assistant Head), Ian Evans (Assistant Head) Suzanne Wallace-Abbott (Clerk)

#### 3. Meetings for 2023-24

Autumn Term:                    Wednesday 18 October 2023 at 5.30pm  
     Tuesday 12 December 2023 at 9.15am (Secondary Admissions: Admissions Committee)

Spring Term:                    Wednesday 31 January 2024 at 5.30pm  
     Tuesday 20 February 2024 at 9.15am (Primary Admissions: Admissions Committee)

Summer Term:                   Wednesday 15 May 2024 at 5.30pm

#### 4. RESPONSIBILITIES

##### ADMISSIONS

	Action	When?
1	Carry out an annual Review of the Governors' Admissions Policy for approval by the Full Governing Body.	Governors will consider the implications of the outcome of Appeal hearings held early in the Summer Term (along with any subsequent published Diocesan or Statutory Guidance) before agreeing a working draft of the forthcoming Admissions Policy for ratification at the Full Governing Body's Autumn meeting.
2	Work with the Headteacher to implement the Governors' Admissions Policy, with particular reference to the normal years of entry to the School, namely Reception, Years 7 and 12	The bulk of the work is the management of admissions to Reception and Year 7 to which the two specific meetings in November (Year 7) and in February (R) are largely devoted. Of necessity, admissions to Year 12 must be processed by Senior Management within the School, with the Committee having a watching brief and approving final recommendations from the Headteacher. Admissions to other year groups and waiting lists are dealt with in line with requirements of The Admissions Code including by way of Virtual Meetings.
3	Review compliance with requirements in Admissions Code 2021 as to process undertaken to deal with In-year applications including the correct recording of documentation examined and recorded.	Review details of in year applications and places awarded and recording of documentation at each meeting and report compliance to FGB.
4	Review the admissions appeals procedure. Ensure that the Governors are properly represented at admission appeals.	Presenting the Governors' case is normally undertaken by the Assistant Head.

5	Receive and review any new School Prospectus,	To be reviewed when available and shared with the Full Governing Body.
6	Consider the issue of offering Year 7 places over PAN for the following September	Consider any recommendation from the HT to offer an number of additional places over PAN from the waiting list to ensure Year 7 is full the following September and make a recommendation to FGB accordingly.

## SAFEGUARDING MATTERS

1	Review compliance with KCSIE to ensure the school has an effective safeguarding policy in place and to ensure safer recruitment practices are put in place	<p>Receive termly reports from DLS regarding the numbers of vulnerable pupils strategies to support.</p> <p>Receive termly reports from linked governor with responsibility for Safeguarding</p> <p>Receive the annual Safeguarding Report from DSL in Summer term</p>
2	Receive and review the annual Safeguarding Policy to ensure compliance with KCSIE	Receive and review the annual Safeguarding Policy in Autumn Term and recommend to FGB for approval
3	<p>Receive and review the annual Safeguarding Audit to assess current safeguarding practice.</p> <ul style="list-style-type: none"> <li>Identify concerns and areas for improvement.</li> <li>Identify the support required to make these improvements.</li> </ul>	<p>A full Safeguarding Audit will take place each Autumn and the checklist provided to SWC by the responsible Governor and SLT member to the following meeting.</p> <p>SWC will recommend to FGB for approval</p>
4	Monitoring and evaluating the implementation of "Looked after Children" matters in accordance with current legislation including ensuring that a designated member of staff (the designated teacher) has the responsibility to promote the educational achievement of looked-after children, including those aged between 16 and 18 who are registered pupils at the school and to ensure that the designated teacher undertakes appropriate training	Governors will receive an annual report in the autumn term on the numbers, progress, behaviour etc of LAC. from the designated teacher and confirmation in the Safeguarding Audit and Safeguarding reports on the training undertaken.
5	<a href="#">Bi-Annual Safeguarding report from the Chair as recommended by NGA</a>	Chair of Governors will meet on a regular basis with the governor with lead responsibility for safeguarding and key individuals in the school with accountability for safeguarding and report to SWC and FGB IN Spring and Autumn term.
6	<a href="#">Scrutiny of the LAC Self Evaluation document initially by SWC and forwarded to FGB</a>	Summer term

## INCLUSION MATTERS

	Action	When?
1	Reviewing and making recommendations about policies to the Governing Body in accordance with the review cycle published.	Ongoing basis

2	Reviewing School discipline and Student behaviour matters and the policy on student behavior.	Exclusion data should be undertaken at each meeting and any recommendations for changes to the behavior policy should be made to the subsequent meeting of the Full Governing Body
3	Consider any representations made by parents in the case of a suspension which does not bring the pupil's total number of days of suspension to more than five in a term	The committee is not required to arrange a meeting with the parents nor can it direct reinstatement to the school. The Panel undertaking the review process shall comprise of not less than 3 Governors excluding the Headteacher and any other Governor with an actual or perceived conflict of interest or prior involvement in any matter related to the case under consideration.
4	Reviewing any Student Exclusion (or total of such exclusions for the same Student) of between 6 and 15 school days inclusive in a term within the 6 <sup>th</sup> and 50 <sup>th</sup> school days after notification if requested by the Parent/Carer.	This process of review will take place as may be required and follow the statutory regulations and guidelines that are, from time to time in force. The Panel undertaking the review process shall comprise of not less than 3 Governors excluding the Headteacher and any other Governor with an actual or perceived conflict of interest or prior involvement in any matter related to the case under consideration.
5	Reviewing any Student Exclusion for a period in excess of 15 school days, including a permanent exclusion, between 6 and 15 school days after notification.	This process of review will take place as may be required and follow the statutory regulations and guidelines that are in force. The Panel undertaking the review process shall comprise no less than 3 Governors excluding any Governor with an actual or perceived conflict of interest or prior involvement in any matter related to the case under consideration.
6	Notifying Parents/Carers of the outcomes of student exclusion reviews. In the case of a permanent exclusion that is upheld, notifying Parents/Carers of their right to request an Independent Panel Appeal.	This process of notification will take place as may be required and follow the statutory regulations and guidelines that are in force.
7	Reviewing and deciding upon any matter of Complaint from Parents and/or Students where satisfactory resolution cannot be achieved with the School Leadership Team. When necessary, referring such matters for consideration by the Full Governing Body.	This process of review will take place as may be required according to the Complaints Policy in force and follow the statutory regulations and guidelines that are in force. The Panel undertaking the review process shall comprise no less than 3 Governors excluding any Governor with an actual or perceived conflict of interest or prior involvement in any matter related to the case under consideration.
8	To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice.	Governors will receive termly reports from the Headteacher/SENCO and an annual report from the SEN governor.
9	To ensure that the grades within the SEF are accurate and supported by the evidence.	SLT will provide details to the committee as to how the data presented compares against the relevant section of the SEF.
10	Policies as detailed in Schedule 1 of these TOR will be reviewed and either recommended for approval to FGB or approved at committee according to the matrix of policies delegated by FGB.	SLT member and delegated governor will liaise before agreed policy is received by this committee.

## SECTION 48 MATTERS

1	'Monitoring the effectiveness and impact of the Catholic life of the school to ensure that it is mindful at all times of the Lasalian charism, so that it becomes integral to the ethos of the School through the Diocesan 'Section 48' process'	Via a report to the committee from appointed members at each meeting
2	'Appointing member(s) to be involved in the school's 'Section 48' self-review process and to report to the committee'	At the start of the academic year

## 5. AUTHORITIES

### COMMITTEE

Subject to formal approval by the Full Governing Body, decide all individual admissions in the criteria order approved by, and within the numerical limits agreed by, the Full Governing Body.

## **CHAIR'S ACTION**

Matters requiring decisions that cannot wait for the next scheduled meeting of this Committee, can be dealt with by 'Chair's Action'. Delegated authority will normally be recorded within meeting minutes. In the event of an undecided vote, the Chair will have a second or casting vote.

## **ELECTRONIC PARTICIPATION**

Any Governor wishing to electronically attend a meeting of the Committee is asked to notify both the Clerk and the Chair of the Committee in order that any technological issues might be addressed in advance. All parties will follow the guidance and protocol as ratified at the meeting of the Full Governing Body on 8 July 2015.

## **PROPOSED AGENDA ITEMS**

### **The agenda will include routinely:**

- declarations of interest,
- S48 and Chaplaincy Report
- reviews of student admissions, waiting lists, independent admission appeals,
- receive reassurance as to documentation checked for in year admissions
- review of impact of Pupil Premium from welfare perspective,
- review Safeguarding and welfare matters
- review of Student attendance matters
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- review of Discipline and Student behaviour matters,
- review of policy statements,
- receive a report from the Governor with responsibility for Safeguarding
- receive a report from the Governor with responsibility for SEN
- receive a report from the Governor with responsibility for PTA matters
- receive a report from the Governor with the responsibility for Behaviour
- any other items proposed by the Chairman and/or Clerk
- receive details as to how the data presented compares against the relevant section of the SEF

### **In addition, the following business will be dealt with:**

#### **Autum 1 2023**

- Confirm Chair and elect Vice-Chair
- Confirm the arrangements for Admissions Appeals
- Review of the Admissions Policy and Admissions Criteria, including the Published Admission Number.
- Review Behaviour Trends.
  - Review Safeguarding matters including review of Safeguarding Audit Checklist
  - Review annual Safeguarding Policy
  - Receive annual report on Looked after Children
  - Receive 1 of 2 Biannual Safeguarding Report by Chair of Governors

#### **Autumn 2 2023 : Admissions Committee**

- Consideration of Applications for admission to Year 7 in September 2024.

#### **Spring 1 2024:**

- Review results of Public Consultation (if required) on Admissions Policy 2025-2026 and determine final Admissions Policy 2025 -2026
- Consider any recommendation from the HT to offer an number of additional places over PAN from the waiting list to ensure Year 7 is full the following September and make a recommendation to FGB accordingly.

#### **Spring 2 2024: Admissions Committee**

- Consideration of Applications for admission to Reception in September 2024

#### **Summer 2024**

- Review of the School Prospectus (post meeting by email if required)
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- Review the Terms of Reference for the Committee
- Consider required changes to proposed Admissions Policy for 2026-27.
- Receive 2 of 2 Biannual Safeguarding Report by Chair of Governors  
[Scrutiny of the LAC Self Evaluation document](#)

Updated: March 2024

Ratified by Full Governing Body: March 2024

Due for Review: September 2024

**Schedule 1: SWC DELEGATED POLICIES**

<b>POLICY</b>	<b>REVIEW/APPROVE</b>
<b>ADMISSIONS</b>	<b>REVIEW &amp; RECOMMEND</b>
ASSEMBLY COLLECTIVE WORSHIP AND RELIGIOUS EDUCATION	REVIEW & APPROVAL
EXCLUSIONS	REVIEW & RECOMMEND
SUMMER BORN BABIES	REVIEW & APPROVAL
SUPPORTING PUPILS WITH MEDICAL NEEDS	REVIEW & APPROVAL
BEHAVIOUR POLICY	REVIEW & RECOMMEND

ANTI-BULLYING POLICY

REVIEW & RECOMMEND