



**ST PETER'S SCHOOL**  
**STUDENT WELFARE AND CATHOLICITY COMMITTEE**

**TERMS OF REFERENCE 2018-2019**

**1. Constitution**

The Committee shall consist of ex-officio Governors – the Chair and Vice Chair of the Governing Body and the Head Teacher – and at least four other Governors. The quorum for meetings shall be three, of whom one should normally be the Head Teacher. 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 2018-2019**

- Ex-officio: Richard Dickinson (Chair of Governors), Robert Belcher (Vice-Chair), David Todd (Head Teacher).
- Chair: Kieran Allen.
- Members:, Louise McDonald, Louise Devereux, Kelly Yates, Tracey Allen
- In Attendance: Mike Spackman (Assistant Head), Ian Evans (Assistant Head) Suzanne Wallace-Abbott (Clerk).

**3. Meetings for 2018-2019**

- Autumn Term: Wednesday 10 October 2018 at 5.30pm  
Thursday 27 November 2018 at 9.15am (Secondary Admissions)
- Spring Term: Wednesday 6 February 2019 at 5.30pm

Wednesday 27 February 2019 at 5.30pm (Primary Admissions)

- Summer Term: Wednesday 1 May 2019 at 5.30pm

#### 4. Responsibilities

##### ADMISSIONS

	<b>Action</b>	<b>When?</b>
1	Carry out an annual Review of the Governors' Admissions Policy for approval by the Full Governing Body.	A working draft is required in the Summer Term for approval at the Full Governing Body's Autumn meeting.
2	Work with the Head Teacher 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 (Yr 7) and in February (R) are largely devoted. Of necessity, admissions to Year 12 have to be processed by Senior Management within the School, with the Committee having a watching brief and approving final recommendations from the Head Teacher. Admissions to other year groups and waiting lists are dealt with ad hoc, often under 'Chair's Action', with the Committee fully updated at its next meeting.
3	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, sometimes with a member of the Committee in support
4	Review the School Prospectus, annually	To be reviewed at the Summer meetings for approval by the Full Governing Body at its Summer meeting.

##### INCLUSION MATTERS

	<b>Action</b>	<b>When?</b>
1	Reviewing and making recommendations about policies to the Governing Body in accordance with the review cycle published.	Ongoing basis
2	Monitoring and evaluating the implementation of “Safeguarding” and “Looked after Children” matters in accordance with current legislation plus other Student welfare matters as may be required including the use of the Pupil Premium	This should be undertaken at each meeting and a report made to the subsequent meeting of the Full Governing Body by the responsible Governor and SLT member. A full Safeguarding Audit will take place each Spring and the checklist provided to SWC by the responsible Governor and SLT member to the following meeting. A report relating to Looked After Children shall be made to the meeting each Summer Term.
3	Reviewing School discipline and Student behaviour matters	This should be undertaken at each meeting and a report made to the subsequent meeting of the Full Governing Body by the responsible Governor and SLT member.
4	Ensuring that all Student Exclusion Orders are reviewed each term.	The review will be undertaken by prior arrangement with the School in order that a report may be made by the verifier to this Committee each term.
5	Reviewing the policy on student behaviour.	To be completed at the Spring meeting if no review or update has taken place in the previous year
6	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 Head Teacher and any other Governor with an actual or perceived conflict of interest or prior involvement in any matter related to the case under consideration.

7	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.
8	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.
9	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.
10	Receive an annual report from the designated officer with responsibility for LAC	Governors will receive an annual report via the Safeguarding SLT member in the summer term on the numbers, progress, behaviour etc

## **S48 MATTERS**

1	'Monitoring the effectiveness and impact of the Catholic life 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. The Chair has standing delegated authority to rule on admission applications that are received outside the normal admission times. All such decisions are notified to the Committee at its next meeting. In the event of an undecided vote, the Chair will have a second or casting vote.

## **EMAIL APPROVAL:**

Email distribution of information and approval of matters may take place provided that such distribution is undertaken by the Clerk to the Governing Body and that all responses are collated by said Clerk who will report the result to the Chair of this Committee.

## **ELECTRONIC PARTICIPATION**

In exceptional circumstances and with the agreement of the Chair of the Committee, any Governor may electronically attend a meeting of the Committee. All parties will follow the guidance and protocol as ratified at the meeting of the Full Governing Body on 8 July 2015.

## **6. Proposed Agenda Items for 2018-2019**

The agenda will include routinely:

- declarations of interest,
- S48 and Chaplaincy Report
- reviews of student admissions, waiting lists, independent admission appeals,
- review of impact of Pupil Premium from welfare perspective,
- report by the verifiers of Student Exclusion Orders,
- review of Discipline and Student behaviour matters,
- review of policy statements,
- any other items proposed by the Chairman and/or Clerk
- receive a report from Governor with responsibility for Safeguarding.

In addition, the following business will be dealt with:

## October 2018

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.

## November 2018

Consideration of Applications for admission to Year 7.

## February 2019

Review results of Public Consultation on Admissions Policy 20120-2021 and approve final Admissions Policy 2020 -2021

Review the Safeguarding Audit checklist.

## May 2019

Review of the School Prospectus.

Review Safeguarding matters including review of Safeguarding Audit Checklist

Receive annual report on Looked After Children.

Review the Terms of Reference for the Committee

Review Admissions Policy for 2021-22.

Updated: 7 January 2019.

Approved by Full Governing Body: 16 January 2019

Due for Review: May 2019.