

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.	Receive termly reports from DLS regarding the numbers of vulnerable students strategies to support. Receive termly reports from linked governor with responsibility for Safeguarding Receive the annual Safeguarding Report from DSL in Summer term.
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	Receive and review the annual Safeguarding Audit to assess current safeguarding practice. Identify concerns and areas for improvement. Identify the support required to make these improvements.	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. SWC will recommend to FGB for approval
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 students 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	Scrutiny of the LAC Self Evaluation document initially by SWC and forwarded to FGB	Summer term
6	Bi-Annual Safeguarding report from the Chair as recommended by NGA	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.

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 student'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 th and 50 th 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.

CSI (PREVIOUSLY 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 'CIS self-review process and to report to the committee'	At the start of the academic year

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
- CIS 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 Student Premium from welfare perspective
- review Safeguarding and welfare matters
- review of Student attendance matters

- 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 2024

- 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 2024: ADMISSIONS COMMITTEE

- Consideration of Applications for admission to Year 7 in September 2025.

SPRING 1 2025:

- Review results of Public Consultation (if required) on Admissions Policy 2026-2027 and determine final Admissions Policy 2026 -2027

- 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 2025: ADMISSIONS COMMITTEE

- Consideration of Applications for admission to Reception in September 2024

SUMMER 2025

- Review of the School Prospectus (post meeting by email if required)
- Review the Terms of Reference for the Committee
- Consider required changes to proposed Admissions Policy for 2027-28.
- Receive 2 of 2 Biannual Safeguarding Report by Chair of Governors
- Scrutiny of the LAC Self Evaluation document

Updated: July 2024

Ratified by Full Governing Body: 10 July 2024 (pending)

Due for Review: September 2025

SCHEDULE 1: SWC DELEGATED POLICIES

POLICY	REVIEW & APPROVAL
ADMISSIONS	REVIEW & RECOMMEND
ASSEMBLY COLLECTIVE WORSHIP AND RELIGIOUS EDUCATION	REVIEW & APPROVAL
EXCLUSIONS	REVIEW & RECOMMEND
SUMMER BORN BABIES	REVIEW & APPROVAL
SUPPORTING STUDENTS WITH MEDICAL NEEDS	REVIEW & APPROVAL
BEHAVIOUR POLICY	REVIEW & RECOMMEND
ANTI-BULLYING POLICY	REVIEW & RECOMMEND