

CALDEW SCHOOL GOVERNING BODY

**STUDENT WELFARE AND GUIDANCE COMMITTEE**  
**TERMS OF REFERENCE**

**Chair:** Louise Atkinson

**Clerk:** Sarah Connolly

**Membership:** Jennie Wilkinson  
Brendan McArdle  
Louise Atkinson  
Carrie Wallace  
Barry Keal  
Victoria Lawson  
Steven Tweedie  
Karen Quinn

**In attendance:** Paul Hammond (Deputy Headteacher)  
Helen Howson (Safeguarding Lead)

**Quorum:** 3

**Procedures**

Membership is agreed at the first Full Governors' meeting of the school year and a Chairperson elected by the members at the first subsequent Committee meeting.

Agenda items are drawn up by the Clerk/Chair/Headteacher and circulated to members prior to the meeting. If any governors have items they wish to include on the agenda they should contact the Clerk at least one week prior to the meeting.

Minutes will be taken by the Clerk to the Governors and checked by the Chair and Headteacher prior to distribution.

Confidential items will be taken at the end of the meeting and recorded in the Confidential Minute Book.

**Responsibilities (all outcomes recommended to Full Governing Body for approval)**

**Strategic**

- Ensure there is a school policy on child protection and safeguarding, and effective procedures are in place
- Establish and review the following policies/procedures –
  - Safeguarding Policy
  - Student Needs Policy
  - Student Behaviour Policy
  - Personal Welfare Policy
  - Medical Needs Policy
  - Home/School Agreement
  - Attendance Policy
  - Admissions Policy, Sixth Form Admissions Policy, Admissions Appeal Policy
  - Careers Information Advice and Guidance Policy
  - Trips & Visits Policy
  - Registration and School Session Times
  - Publications Scheme
- Ensure provision of careers guidance follows statutory requirements and is impartial
- To review the use of exclusion

- To ensure the public sector duties and specific education section (part 4) for pupils of the Equalities Act 2010 are followed
- To ensure legal duties of the school are followed for SEND students in accordance with the Children and Families Act 2014 and statutory guidance
- Monitor allocations of new Year 7 intake applications
- Agree and monitor efficient and effective admissions procedures, including arrangements for admission appeals

#### Critical Friend

- To review the Personal Development, Behaviour and Guidance SEF
- Monitor risk assessments for school trips and visits
- Monitor home-to-school transport issues
- Monitor SEN provision with school SENCO
- Monitor Safeguarding arrangements
- Monitor communication with parents
- Monitor health and safety issues relating of site activities and pupil welfare
- Ensure agreed Admissions procedures are implemented and are compliant with the Admissions Code of Practice
- Ensure the views of students are listened to at all levels and consideration made in decision making

#### Specific Tasks

- Ensure a designated safeguarding lead is appointed
- Ensure a designated teacher for CLA is appointed
- Ensure there is a qualified teacher designated as a SENCO for the school.
- Ensure procedures are in place to deal with allegation made by children against staff and other children
- Ensure the school carries out its Prevent Duty
- Responsibility of one committee member with oversight of the school's arrangements for SEND.
- Responsibility of one committee member with oversight of the school's Safeguarding arrangements.
- Approve residential trips and visits, ensuring that health and safety has been appropriately considered
- Consider any In-year applications for places in Caldew School which are not straightforward
- Provide a representative to attend Admission Appeal hearings

Sept 2017