



St Vincent's Catholic Primary School

TERMS OF REFERENCE

Last reviewed: September 2018

Pupil Support and Ethos Committee

<u>Core Purpose:</u>	To deal with matters relating to: <ul style="list-style-type: none"> • Mission and Ethos • Engagement with parents • Attendance and punctuality • Personal development and well being • Safeguarding • Community cohesion • Equalities • Admissions 	<u>Membership:</u>	5 Governors Head Teacher
		<u>Quorum:</u>	3 members plus the Head Teacher
		<u>Frequency of meetings:</u>	At least once each term

The committee will take the lead on:

- Ensuring the health, safety and well-being of staff and pupils;
- Promoting community cohesion and inclusive practice relating to race, gender and disability equality;
- Overcoming barriers to learning;
- Parental and community liaison;
- Setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation;
- Developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers.
- Managing admissions

The committee will accept full delegated responsibility for the discharge of the following duties:

- To agree annual attendance targets and monitor progress towards achieving these;
- To gather the views of stakeholders and report on these, in order that outcomes are effectively used to inform planning;
- To monitor and evaluate:
 - The impact of the school's punctuality, attendance and behaviour policies;
 - The quality of the school's provision for personal development and well-being;
 - The effectiveness of care, guidance and support for learners;
 - The extent to which pupils feel safe;
 - The extent to which pupils adopt healthy lifestyles;
 - The extent to which pupils contribute to the school and wider community;
 - The extent to which pupils develop workplace and other skills that will contribute to their future economic well-being;
 - The extent of pupils' spiritual, moral, social and cultural development;
 - The effectiveness with which the school promotes equal opportunity and tackles discrimination;
 - The effectiveness with which the school promotes community cohesion;
 - The effectiveness of safeguarding policies and procedures and ensure that the school complies with all health and safety and other safeguarding regulations (including child protection and safe recruitment).
- Ensure that the School fulfils the requirements of the Diocese and of the Foundation, and the statutory requirements placed upon it by the School Standards and Framework Act 1998 and the Code of Admissions as regularly updated.
 - In consultation with the Head teacher, draft the admissions policy, including criteria, which must be approved annually by the full governing body.
 - Draft and review the schools admission policy, which will be reviewed annually by



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the full governing body and assume responsibility for the implementation of the policy;

- Consult as appropriate with other admission authorities on the schools admission policy.
- Draw up the timescale during which the admission arrangements are completed.
- Apply the admissions criteria to all applicants and decide which are to be admitted and which are to be refused a place.
- Ensure that all procedures regarding the notification to the parents of the refusal of a place and the right to appeal are carried out.
- Prepare the case to be made in defence of the Governors refusal to admit a pupil or pupils at an independent Appeals Panel hearing. Report in broad terms all admissions to the Governing Body.