



STUDENT WELFARE AND CATHOLICITY COMMITTEE 2021-2022 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 2021-2022

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

3. Meetings for 2021-2022

| | |
|--------------|---|
| Autumn Term: | Wednesday 6 October 2021 at 5.30pm Tuesday 14 December 2021 at 9.15am (Secondary Admissions: Admissions Committee) |
| Spring Term: | Wednesday 2 February 2022 at 5.30pm Tuesday 15 February 2022 (Primary Admissions: Admissions Committee) |
| Summer Term: | Wednesday 18 May 2022 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 have to 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 | Review the School Prospectus, annually | To be reviewed by email in the Summer Term when available for approval by the Full Governing Body. |
| 6 | Review the continued use of SLA with BCP to conduct In Year Admissions for 2022-23 and inform BCP of the decision on the recommendation of the SWC committee. | Review the SLA and make a recommendation to FGB as to continuation of the contract in the 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 | 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. |
| 3 | 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 |
| 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 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. |
| 6 | 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. |
| 7 | 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. |
| 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 | 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. |
| 10 | 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. |
| 11 | 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. |
| 12 | 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 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

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.

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 of Student attendance matters
- report by the verifiers of Student Exclusion Orders,
- review of Discipline and Student behaviour matters,
- review of policy statements,
- receive a report from Governor with responsibility for Safeguarding
- receive a report from Governor with responsibility for SEN
- receive a report from Governor with responsibility for PTA matters
- 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:

October 2021

- 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.

December 2021: Admissions Committee

- Consideration of Applications for admission to Year 7 in September 2022.

February 2022:

- Review results of Public Consultation (if required) on Admissions Policy 2023-2024 and determine final Admissions Policy 2023 -2024
- Review the Safeguarding Audit checklist if available
- Review annual Safeguarding Policy
- **February 2022: Admissions Committee**
- Consideration of Applications for admission to Reception in September 2022

May 2022

- Review of the School Prospectus (post meeting by email if required)
- Review Safeguarding matters including review of Safeguarding Audit Checklist
- Receive annual report on Looked after Children.
- Review the Terms of Reference for the Committee
- Consider required changes to proposed Admissions Policy for 2024-25.
- Review the continued use of SLA with BCP to conduct In Year Admissions and recommend decision to FGB

Updated: January 2022

Ratified by Full Governing Body: 9 October 2021

Due for Review: July 2022

Schedule 1 SWC DELEGATED POLICIES

| POLICY | REVIEW/APPROVE |
|---|-----------------------|
| ADMISSIONS | REVIEW & RECOMMEND |
| ASSEMBLY COLLECTIVE WORSHIP AND RELIGIOUS EDUCATION | REVIEW & APPROVAL |
| EXCLUSIONS | REVIEW & RECOMMEND |
| SUMMER BORN BABIES | REVIEW & APPROVAL |
| SUPPORTING PUPILS WITH MEDICAL NEEDS | REVIEW & APPROVAL |