

**ST. BEDE'S CATHOLIC JUNIOR SCHOOL**

*celebrates life and learning*

**PUPIL & STAFF SUPPORT COMMITTEE**

**CONSTITUTION AND TERMS OF REFERENCE**

**MISSION STATEMENT**

**St. Bede, patron of our school, wrote:**

***“It was always my delight to learn and to teach”.***

We are a celebrating community, living the Gospel Values, committed to educating children in the light of the Catholic Faith.

**We journey together so that we**

***“Might have life - life in all its fullness”.***

**John 10:10**

**CONSTITUTION**

The Pupil & Staff Support Committee shall be appointed by and report to the Governing Body. It shall comprise at least three members of the Governing Body. Three members shall form a quorum. The Nominated Safeguarding Governor shall be a member. The Headteacher, as the Designated Safeguarding Lead (DSL) shall represent the Senior Designated Person (SDP) and Deputy Designated Person (DDP) The committee will normally meet termly. It will have unrestricted access to school personnel. Members of the committee have the right to seek independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary. The costs will be borne by the school. Minutes will be kept and circulated to the full Governing Body.

**TERMS OF REFERENCE**

**Background and Overview**

The Governing Body has a collective responsibility for the physical and emotional wellbeing, including the safeguarding of the pupils and staff in the school. The purpose of the committee is to assist the Governing Body in fulfilling its oversight responsibilities for wellbeing, child protection and safeguarding at the school, and to provide additional support for the Nominated

Safeguarding Governor. As a committee, the members will also make decisions regarding requests for admission, in accordance with the criteria contained in the school's Admission Policy.

### **Objectives**

The objectives of the committee are to ensure that the school has effective wellbeing and safeguarding policies which are properly implemented, and that the Governing Body is provided with sufficient information to exercise its collective responsibility for supporting pupils. Governors have a duty to ensure that policies are compliant with published legislation and regulations. The committee must also ensure that the Admissions Policy is applied accurately and fairly.

### **DUTIES AND RESPONSIBILITIES**

#### **a) Review of Safeguarding Policy**

The committee will:

- Discuss recent regulatory changes;
- Review the Safeguarding Policy at least once a year and report to the full Governing Body;
- Confirm that measures have been taken to ensure that staff and pupils are aware of the policy and that it is published on the website.

#### **b) Review of Mental Health and Wellbeing Policies**

The committee will:

- Discuss recent regulatory changes;
- Review the Safeguarding Policy at least once a year and report to the full Governing Body;
- Confirm that measures have been taken to ensure that staff and pupils are aware of the policy and that it is published on the website.

#### **c) Review of Admissions Policy**

- Discuss recent regulatory changes;
- Review the Admissions Policy annually and report to the full Governing Body;
- Confirm that measures have been taken to ensure that staff and pupils are aware of the policy and that it is published on the website.

#### **d) Review effective implementation of the policies**

The committee will review implementation of policies looking at evidence to demonstrate:

- Training;
- Reporting lines;
- Outcomes for pupils
- Review of any relevant complaints;
- Working with Halton's Safeguarding Children Board and Halton Health Improvement.

e) Reflection and learning from recent cases or sector guidance

The committee will:

- Question the DSL and Mental Health First Aiders about recent safeguarding cases and/or mental health concerns to identify any new trends and elicit views on what the school is doing to mitigate the risk;
- Review case notes on a sample of cases to identify learning points.

f) Nominated Safeguarding Governor

The Nominated Safeguarding Governor will report back to the committee on any meetings he/she has had with the school's safeguarding team.

g) Review Admissions

The committee will make decisions on requests for admission, in accordance with the criteria contained in the school's Admission Policy.

h) Staff Development and Performance

The committee will:

- ensure the staffing arrangements are reviewed as necessary and, at least annually, in relation to the School Development/Improvement Plan.
- draft and review the school's Pay Policy for all members of staff, including criteria relating to the use of discretionary elements for pay provisions, and to make recommendations.
- review the Appraisal Policy and monitor its implementation.
- ensure the school's strategic plan for continuing professional development is implemented.
- liaise with the Finance/Resources Committee to establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- review staff selection procedures, ensuring that they conform with safer recruitment practice and current equalities legislation.

i) Staff Wellbeing

The committee will:

- oversee and review arrangements for staff wellbeing. This would include consideration of data on staff attendance and illness, receiving feedback from the staff wellbeing committee, staff exit interviews and the use of surveys of staff views.

**REVIEW**

The committee will annually review and recommend changes to its terms of reference.

The agenda for committee meetings shall be determined by the Chair of the committee in consultation with other members of the committee as appropriate and shall, wherever possible, be circulated in advance to persons attending the meeting.