



Poynton High School

Curriculum & Welfare Committee Terms of Reference 2024-25

We will inspire and empower all in our learning community to fulfil their individual potential and ambitions so that all are able to be active and successful citizens in our global society.

Poynton High School and Performing Arts College

Curriculum & Welfare Committee Terms of Reference

The governing body of Poynton High School is committed to working in partnership with the Headteacher and staff to provide the best possible education for our children.

The school is committed to safeguarding and promoting the welfare of its children and expects all staff and volunteers to share in this commitment.

The governing body will always endeavour to:

- respect the professional expertise of the Headteacher and staff, and the fact that responsibility for the day to day running of the school rests with the Headteacher;
- give sufficient notice of meetings and distribute paperwork to all governors in good time;
- ensure that meetings are chaired effectively, so that the chair:
 - keeps to the agenda;
 - paces the meeting so that time is given to each matter in proportion to its importance;
 - draws on all members for contribution;
 - keeps discussion to the point.
- ensure that accurate minutes are produced promptly following meetings;
- encourage all governors to contribute equally;
- support the training and development needs of all governors; establish, resource and evaluate impact of the governor training plan
- ensure that its decision-making processes are transparent.

The Headteacher will always endeavour to:

- respect governors as volunteers who bring additional skills, experiences and perspectives, and value their contribution;
- work openly with the governing body and provide clear, concise and relevant information on which to base decisions;
- be approachable and accept governors' role as 'critical friends';
- enable all governors to become involved in the life of the school;
- contribute to the induction, training and development of governors.

Expectations of individual governors are that they will:

- act and take decisions that are in the best interests of the school and not those of self, individuals or groups;
- regularly attend meetings, including full governing body meetings and relevant committee/working party meetings, and play an active part; minimum expectation of attendance 85%
- where this is impossible, send apologies to the chair of governors or chair of the relevant committee or working party;
- be prepared to contribute personal skills through involving themselves in the work of appropriate committees and/or working parties;
- prepare for meetings so that they are well informed, having as a minimum read all the papers sent out with the agenda;
- respect the points of view of other governors even where these differ from their own;
- raise concerns with the Headteacher between meetings in a positive and constructive way;
- respect confidentiality and support corporate decisions even where they go against personal opinions;
- respect the guidelines laid down for governor visits to school;
- demonstrate their commitment by getting to know the school and becoming involved in school life and activities;
- support the school with parents and in the community;
- take a proactive approach to their own training and development.

Any individual or committee to whom a decision has been delegated must report to the governing body in respect of any action taken or decision made.

The governing body can still perform functions it has delegated: this enables the governing body to take decisions on matters that are discussed at meetings on functions that have been delegated.

Membership

9 Governors including the Headteacher; Deputy Head Teacher and other member of staff as non-voting observers.

Chair

Margaret Aldridge

Quorum

The quorum for this committee is 4 Governors and at least 3 of those governors must not be employed by the school.

Clerk

Su Garbutt

Overall Purpose of the Committee

The overall purpose of the Committee is to:

- monitor the school's policies in relation to teaching and learning, curriculum and student welfare, behaviour and discipline
- report to the full Governing Body on the effectiveness of these policies and to recommend changes as appropriate
- Monitor progress of the School Improvement Plan
- Assist in drafting the School Improvement Plan and make recommendation to the full Governing body.
- Monitor standards in the school for students in Years 7-11 through internal attainment and progress data.
- Monitor the provision for students with Special Educational Needs and/or Disabilities (SEND).

In carrying out all its responsibilities the Committee must act:

- in partnership with the Headteacher;
- in accordance with statutory requirements;
- in accordance with any general principles set by the full Governing Body;
- after consulting (as appropriate) staff, parents, students, the Trust, the LA, and other relevant organisation/agencies.

Terms of Reference

1. CURRICULUM RESPONSIBILITIES

Governing Body's statutory responsibilities for the overall curriculum

- 1.1 To draft the school's policies in relation to Teaching and Learning and Curriculum
- 1.2 To present these as draft documents to the full Governing Body for consideration and approval.
- 1.3 To monitor the implementation of related policies through the School Improvement Plan and report the outcomes of this process to the full Governing Body
- 1.4 To review these policies on a periodic basis and to present any draft amendments to the full Governing Body for consideration and approval.
- 1.5 To monitor the quality of the curriculum across the school

Governing Body's policy on Relationships and Sex Education (RSE)

- 1.5 To draft the Governing Body's policy on sex education (the Relationships and Sex Education Policy)
- 1.6 To present the draft policy to the full Governing Body for consideration and approval.
- 1.7 To review the Governing Body's policy, its implementation and its impact on a regular basis.

Governing Body's policy on the identification, assessment and provision for students with Special Educational Needs and/or Disabilities (SEND)

- 1.8 To draft the Governing Body's policy on SEND
- 1.9 To present the draft policies to the full Governing Body for consideration and approval.
- 1.10 To review the Governing Body's policies, their implementation and their impact on a regular basis.

2. BEHAVIOUR AND WELFARE RESPONSIBILITIES

To ensure that the school has clear policies on Behaviour, Suspension and Permanent Exclusion and Attendance.

Monitoring of behaviour and discipline

- 2.4 To monitor the effectiveness of the school's behaviour policies and procedures and report its conclusions to the full Governing Body on at least an annual basis. The monitoring should include regular consideration of a report from the Headteacher on behaviour at the school, including:
 - patterns of attendance/unauthorised absence;
 - patterns in the use of suspension/exclusion; progress in relation to any performance indicators or targets set by the behaviour policy (including indicators of positive behaviour).

Child Protection and Safeguarding

2.5 To ensure that the school:

- designates a member of staff to be responsible for co-ordinating child protection and Safeguarding within the school and for liaising with other agencies, including the Cheshire East Safeguarding Children's Partnership (CESCP) and to receive regular child protection/safeguarding training;
- drafts a policy on child protection and Safeguarding in accordance with statutory requirements, DfE and LA advice and the requirements of the procedures of the Cheshire East Safeguarding Children's Partnership CESCP
- operate safer recruitment procedures, ensuring that appropriate checks are carried out on all staff and volunteers who work with children and that there is a single central record of such checks;
- has procedures in place for dealing with allegations against staff or volunteers;
- has a member of the governing body (usually the Chair) nominated to liaise with local agencies/LADO in the event of an allegation of abuse being made against the Headteacher;
- communicates the policy to staff and parents and other stakeholders; e.g. Leisure Centre, Nursery, G8Way
- monitors the policy regularly; and
- evaluates the policy regularly.

3. CONTRIBUTION TO SCHOOL SELF-REVIEW

- 3.1 To review on an annual basis, in partnership with the Headteacher, the effectiveness of the school's policies in relation to the curriculum and student welfare, behaviour and discipline.
- 3.2 To report the results of this review to the full Governing Body, including any recommendations for policy changes or priorities for the next School Improvement Plan.

4. MONITORING OF STANDARDS OF PROGRESS AND ATTAINMENT IN YEARS 7-11

- 4.1 To receive reports outlining progress and standards data on a regular basis.
- 4.2 To receive reports on the progress of Pupil Premium (PP) students.

Terms of Reference agreed by the Governing Board on 19 September 2024.