



Governing Body of East Sheen Primary School

Terms of Reference for the Children, Families and Community Committee

Remit: The Children, Families and Communities Committee oversees the school's Safeguarding arrangements and the ways that the school promotes pupil wellbeing, engages parents and the community in school life, and supports staff in delivery of their targets. The committee also assesses and supports the school to promote ESPS's reputation as a school that is a leader in innovative teaching and learning.

Functions: All Committees have the following responsibilities:

- receive reports from members of staff about matters relating to any of the issues listed in their terms of reference;
- contribute to, monitor and evaluate relevant parts of the SEF, the school development plan and the policies allocated to them, reporting or making recommendations to the full governing body;
- consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body;
- consider the views of staff, pupils and parents when making strategic decisions that will impact on them;
- consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies;
- take appropriate action on any other relevant matter referred by the governing body;
- To liaise as required with other committees.

The Children, Families and Community Committee will ensure that:

- The school carries out its functions with a view to safeguarding and promoting the welfare of children and has regard to the statutory guidance, Keeping Children Safe in Education, in considering what arrangements they need to make for this purpose

The Children, Families and Community Committee will monitor and evaluate:

- the impact of safeguarding policies;
- the impact of the school's contribution to pupils' personal development, behaviour and welfare;
- pupil applications and admissions;
- attendance and punctuality;
- behaviour patterns and trends, exclusions and rewards;
- the views of pupils, parents and staff and how these are taken into account in planning and day to day practice;
- the effectiveness of partnerships with other schools, external agencies and the community including business, to improve the school, extend the curriculum and increase the range and quality of learning experiences for pupils;
- the engagement and views of parents with the school, particularly those who find it hard to engage, and how these are taken into account, and consider ways in which home-school links can be further developed, making appropriate recommendations;



- community links and community use of the school;
- the school's contribution to promoting community cohesion;
- the school's website for compliance with statutory guidance for publishing information online.

Membership: The Committee will comprise of at least 4 members, plus the Headteacher, and where appropriate, associate members to provide specific expertise and/or skills. A Chair and Vice Chair of the Committee will be elected annually. Governors employed by the school may not be elected as Chair.

Quorum: To be quorate a meeting shall consist of one member of staff and two non-staff governors. The meeting will not take place unless the Headteacher or her representative is present.

Every question to be decided at a committee meeting must be determined by a majority of votes of those governors and associate members present and voting. If there is an equal number of votes, the chair (or the person acting as chair), provided that he or she is a governor, has a second (or casting) vote. The committee can only vote if the majority of the committee members present are governors.

Meetings: The committee will meet at least three times a year. Minutes shall be recorded by the Clerk to the Governors when available, otherwise by members of the Committee in rotation. Minutes will be distributed within 14 days of the last meeting. Minutes of the committee's meetings will be shared with the Full Governing Board and a verbal report will be given by the Chair (or another member of the committee nominated by the Chair) at the next Full Governing Body Meeting.

Policies and Documents

The following Policies and documents are delegated to the CFC committee for approval:

Antibullying
 Behaviour and Discipline
 Child Protection and Safeguarding (to be ratified by FGB)
 Complaints
 Equality Information
 Healthy Eating
 Home-School Agreement
 Managing Violent and Abusive Visitors
 Online Safety
 Parent Helper Guidelines
 Spiritual, Moral, Social and Cultural Development

Approved by the governing board:

Adopted by the CFC Committee: 1/10/19

Next review date: October 2020