



Terms of Reference

Student Enrichment Committee

Purpose

To assist the decision making of the Board of Directors by enabling more detailed consideration to be given on all matters relating to the admission, pastoral curriculum and the well-being and care of students.

To make appropriate comments and recommendations on such matters to the Board of Directors on a regular basis. Major issues will be referred to the Board of Directors for ratification.

Frequency of meetings

There should be a minimum of three meetings in each school year.

Membership and Quorum

The Chief Executive Officer is an ex-officio member of each committee with the exception of the Audit Committee and Pay Review. At least three other Directors shall be a member of the committee.

The Chair of the committee will be elected by the committee on an annual basis at the first meeting in the autumn term. No Director employed at the Academy will act as Chair to the committee. In the absence of the Chair, the committee will elect a temporary replacement from among the governors present at the committee meeting.

The clerk of the committee is appointed by the committee

The quorum is three Directors who are members of the committee (or where greater any one third of the Directors holding office at the date of the meeting).

Meetings

The clerk of the committee will circulate an agenda for each meeting and papers at least 7 days before the committee meeting

Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded. The written record will be included on the agenda and papers of the next meeting of the Board of Directors.

Only Directors who are members of the committee may vote at committee meetings. Where necessary, the elected Chair of the committee may have a second or casting vote.

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the Chair of the Directors, in consultation with the Chief Executive Officer and Chair of the committee, will take appropriate action on behalf of the committee.

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To ensure that each Academy is a place of positive experience, enjoyment and safety for students;

To ensure that regard is paid to students' spiritual, moral, social, emotional and cultural development;

To ensure the promotion of healthy lifestyles including healthy eating and appropriate education and information on health related issues;

To ensure that there are effective and enforceable policies on child protection, behaviour and discipline (including bullying and racial issues and that students, parents/carers and staff have confidence that these are implemented in an appropriate and consistent manner;

To ensure that Safeguarding is robust and all necessary training, policies and processes are followed;

To determine the Admissions Policies and arrangements for the Trust and Academies in accordance with admissions law and the DfE School Admissions Code

Delegated Functions

To review provision for Personal, Social, Health & Citizenship Education;

To provide extra-curricular/enrichment activities and extended services and facilities;

To promote partnership with parents/carers to support their children's learning and well-being;

To ensure there are appropriate mechanisms and opportunities for the student body to express their views and opinions;

To liaise with, consult with, and provide information to parents and the wider community on matters relating to pastoral issues and students' personal development and well-being;

To review feedback from consultation with parents/carers ensuring that the Trust and Academies take appropriate action where applicable;

To monitor student attendance statistics and patterns of attendance;

To monitor the incidence and review the use of student exclusions;

To hear representations from parents/carers in relation to the exclusion of students *1;

To consider exclusions of more than five days in any one term, permanent exclusions or exclusions which would prevent a student from taking a public examination;

To determine within statutory provisions and the Admission Policy whether any child should be admitted to the school;

To receive anonymised summaries of all complements, complaints and suggestions*2.

*1The Committee will delegate their functions with respect to the consideration of an exclusion to a sub-committee consisting of at least 3 Directors and conducted in accordance with statutory guidance and regulation on exclusion.

*2 The Trust has adopted a Complaints Policy which provides for the establishment of a Complaints Appeal Panel when necessary. Its membership will consist of two members of the Board of Directors who have not previously been involved in the complaint and one person independent of the management and running of the Academy and the Trust.

To review compliance with school food standards and the take-up of school lunches.

To approve the following policies

Anti-Harassment and Bullying Policy (Student)

Attendance Policy

Drugs Education Policy

Off-Site Educational Visits Policy

Use Photographic & Video Images of Children Policy

Supporting Pupils with a Medical Condition Policy

E Safety Policy

Physical Restraint Policy

Whole Trust Food Policy

To review the following policies prior to recommending to the Board of Directors

Safeguarding Policy

Behaviour and Discipline Policy

Complaints Policy

Admission Policy