

## DEANSBROOK INFANT SCHOOL

### Terms of reference for Pupils, Parents and Community Committee

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| <b>TITLE :</b>      | Pupils, Parents and Community Committee                                                                      |
| <b>MEMBERSHIP :</b> | At least <b>three</b> governors plus the headteacher.                                                        |
| <b>QUORUM:</b>      | Three members of the committee and the headteacher (or deputy headteacher in the absence of the headteacher) |
| <b>MEETINGS:</b>    | Once a term and otherwise as necessary                                                                       |

#### **TERMS OF REFERENCE:**

- To develop, review and ensure good communication with all stakeholders and interested parties; including pupils, parents, staff, governors, PTA, prospective pupils and parents;
- to monitor and review annually the school's admissions policy and arrangements, making recommendations to the Governing Body;
- To consider any issues relating to admissions including information on the Local Authority admission policy;
- To ensure correct procedures are followed in matters relating to child protection and safeguarding;
- To monitor and review the provision for pupils with additional educational needs and ensure that it meets the requirements of the SEN Code of Practice;
- To monitor pupil attendance, including authorised and unauthorised absence and the related school policies and procedures;
- To review policies for pupil behaviour and discipline;
- To consider any grievances concerning child welfare;
- To develop links between the school, parents and the wider community;
- To monitor and review the contribution of the school PTA
- To ensure that the school has a positive profile within the local community;
- To ensure that the school website is compliant;
- To liaise with the local authority and consult with other local partners in developing services and activities;
- To consider community matters specifically referred to the committee;

#### **Election of chair and secretary**

The chair will be elected at the first meeting of each academic year by the committee.

#### **Recording and reporting of meeting**

The secretary will be the clerk to the committee and will produce minutes of all meetings to be circulated, before the full governing body meeting, following the committee meeting.

#### **Review of terms of reference**

Annually, by the full governing body