



## **CHILDREN, FAMILIES & COMMUNITIES COMMITTEE TERMS OF REFERENCE 2021-2022**

### **1. Membership**

The Membership of the Committee shall be the Headteacher and at least three Governors appointed by the Governing Board. The committee shall have such co-opted members as the Governing Board shall appoint. The committee may take recommendations for these appointments. The convenor is the Chair of the Committee.

### **2. Quorum**

- a) The quorum shall be two Governors
- b) The committee shall not meet without the Headteacher being present or a substantive replacement nominated by him/her

### **3. Responsibilities**

- Advise the Governing Board on establishing, maintaining and developing high quality communication between the school, parents and wider community.
- Be an audience for the pupil voice; monitor the effectiveness of the school's council and be an audience for them to address.
- Evaluate the effectiveness of home school link activity.
- Strategically lead on the delivery and impact of the school vision.
- Ensure that parents' views inform school improvement and that parents are aware of the role of the Governors.
- Strategically lead on the quality of the school's relationship with St Benet's Church and other community stakeholders.
- Ensure that the profile of the school is effectively communicated to the wider community and 'prospective' families.
- Track behaviour trends, including exclusion and how Kentish Town CE compares to local and national averages
- Monitor and evaluate the delivery of the Social, Moral, Social and Cultural provision, including how the school meets the needs of learners through its distinctive Christian character.
- Ensure the school fulfils its statutory duties in Safeguarding children.  
To include:
  - Child protection
  - Positive Behaviour

- Anti-bullying
  - Equal Opportunity
- Monitor and review the school's Relationship and Sex Education Policy.
- Evaluate the usage and impact of the primary sports fund as part of a wider Healthy School focus.
- Analyse attendance and punctuality figures
- To review the criteria and the arrangements for the admission of pupils to the school and, whenever appropriate, recommend changes to the arrangements to the Governing Board.
- To undertake consultation in respect of the admissions criteria, as required under statutory instruments, codes of practice and local arrangements
- In accordance with legislation, to publish for each school year particulars of
  - The arrangements for admission to the school
  - The arrangements made by the Governing Board for appeals in relation to the admission of pupils to the school.
- To determine applications for admissions to the school in accordance with the school's published admissions policy, which will be clear, fair and objective, including criteria to be applied if the number of applications for admissions exceeds the number of spaces in that age group in that year.
- To ensure any parent who has made an application for admission of a child to the school is notified of the committee's determination of the application. Where a child has been refused admission to the school to ensure that the parent is informed of their right of appeal against that decision and how that appeal may be made.

#### **4. Records**

A written record shall be kept of all proceedings of the Committee and shall be submitted to the next meeting of the Governing Board. All papers considered by the Committee shall be available to all Governors on request. Unless otherwise stated, the Committee shall abide by the rules and procedures applying to the Governing Board.

#### **5. Notice of Meeting**

The Committee shall meet once every half term and otherwise as required. Members of the Committee shall be given at least seven days' notice of a meeting.

#### **6. Chair and Vice-Chair**

The Governing Board from amongst the Committee's membership shall appoint the Chair and Vice-Chair of the Committee or delegate the Committee to do so at its first meeting:

- a. The Chair or Vice-Chair shall not be a person employed to work at, or in connection with the school;
- b. The Vice-Chair shall have the powers of the Chair in the absence or non-availability of the Chair.