

DEANSBROOK INFANT SCHOOL

Terms of reference for Pupils, Parents and Community Committee

TITLE :	Pupils, Parents and Community Committee
MEMBERSHIP :	At least three governors plus the headteacher.
QUORUM:	Three members of the committee and the headteacher (or deputy headteacher in the absence of the headteacher)
MEETINGS:	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

