

**MARJORY KINNON SCHOOL**  
*“From Good to Outstanding”*  
**CHILDREN, FAMILIES & COMMUNITY COMMITTEE**

**TERMS OF REFERENCE 2018-19**  
**GOVERNANCE ADMINISTRATION**

**Membership**

The committee shall consist of up to 6 governors plus the Headteacher or delegate(s) and, where appropriate, associate members and such other persons as the committee may determine to provide specific expertise and or skills. If the GB require an expert view they will invite an appropriate person to a committee meeting to give the benefit of their wisdom.

**Associate Members**

The committee shall have such co-opted voting members as the governing body shall appoint. The committee may make recommendations for these appointments, which may include school staff members as the Headteacher shall determine in consultation with colleagues.

**Other Attendees**

Such other persons, that the Governing Body or committee determines, can attend committee meetings. The committee may exclude persons ‘in attendance’ from any part of its meeting when the business under consideration concerns an individual member of staff or pupil. Persons ‘in attendance’ will have no voting rights.

**Quorum**

The quorum shall be three governors. The meeting will not take place unless the Headteacher or her/his representative is present.

**Meetings**

The committee shall meet once a term or otherwise as required.

**Restrictions on Persons Taking Part in Proceedings**

Where in relation to any matter (i) there may be a conflict between the interests of a relevant person and the interests of the governing body; (ii) a fair hearing is required and there is any reasonable doubt about a relevant person’s ability to act impartially, or (iii) a relevant person has a pecuniary interest, that person, if present at a meeting of the school at which the

matter is the subject of consideration, must disclose his or her interest, withdraw from the meeting and not vote on the matter in question.

Staff governors must withdraw and not take part in discussions relating to (i) the appraisal or pay of any school employee (including the Headteacher) or (ii) any discussions where they have a personal interest in the outcome.

### **Chair of Committee**

Chair and Vice-Chair to be nominated by the Committee and ratified at the first meeting of the Full Governing Body each year.

### **Matters of Urgency**

The governing body will conduct all its business through its schedule of meetings, except where, in the Chair's opinion, a delay in exercising a function of the governing body is likely to be seriously detrimental to the interests of a) the school; b) a pupil at the school (or their parents); or, c) a person who works at the school. Cases of urgency may be dealt with by the Chair of Governors, in consultation with the Chair of the Committee and Headteacher and any action taken or decision made reported to the Full Governing Body.

### **The Governing Body's Responsibilities**

The governing body has general responsibility for the conduct of the school with a view to promoting high standards of educational achievement. The governing body will want to ensure that in all its activities the school is enabling every child or young person to achieve his or her full potential and maximise his or her life chances, choices and opportunities. Consequently, all committees will:

1. Receive reports from members of staff about matters relating to any of the issues listed in their terms of reference.
2. 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.
3. 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.

4. Consider the views of staff, pupils and parents when making strategic decisions that will impact on them.
5. Consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies. (See Annex A for information re the General Equality Duty).
6. Take appropriate action on any other relevant matter referred by the governing body.

## **Voting**

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.

## **Voting Rights of Associate Members on Committee**

The 2013 Procedures Regulations removed the limitations on voting rights of associate members in committees. The GB has decided to exercise its option to ask associate members to withdraw when individual staff or pupils are being discussed.

## **STRATEGIC FOCUS OF THE CHILDREN, FAMILIES AND COMMUNITY COMMITTEE**

### **Accountability**

The Children, Families and Community Committee will develop, monitor and evaluate the extent to which the school engages with the whole school community, retaining a focus on our pupils as children and the family/care arrangements that supports them. The Committee will actively seek the views of learners and parents/carers as well as stakeholders in the wider school community to help inform the Full Governing Body and Headteacher in their decision making.

The Children, Families and Community Committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration. Governors will engage in bi-annual whole school community events, and meetings with relevant staff, pupils and stakeholders. They will submit to the school and the Chair of the committee, within seven days of a learning walk, a report on their observations. The Chair will produce a summative document, to be submitted to the school.

**The Children, Families and Community Committee** will monitor and evaluate relevant Equality Objectives and assigned sections of the SEF and linked key issues in the SDP notably:

- The impact of the school's contribution to pupils' personal development, behaviour and welfare.
- Pupil applications and admissions.
- The extended school provision.
- 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 and British Values and to prevent radicalisation.
- Supporting the school in ensuring that the school's website is compliant.

## **Policies**

The committee will ensure the timely review and ratification of all statutory and non-statutory policies and documents, including those required by legislation or as agreed by the FGB. These responsibilities are defined within the Governance Policy Register Schedule.

The statutory and non-statutory policies and documents due for review in each academic year along with the planned agenda items for the meetings scheduled in that period will be presented to the Committee at the first meeting of each academic year.

## Annex A

### The General Equality Duty

A school must have **due regard to the need to:**

- a) eliminate **discrimination**, harassment, victimisation and any other conduct that is prohibited by the Act
- b) advance **equality of opportunity** between persons who share a relevant protected characteristic and persons who do not share it
- c) **foster good relations** between persons who share a relevant protected characteristic and persons who do not share it.

### Protected characteristics

- Age (not pupils)
- Disability
- Ethnicity and race
- Gender
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Religion and belief
- Sexual identity and orientation