

COMMUNICATION COMMITTEE

Terms of reference

Delegated powers:
Yes

Meetings:
3 per year, held in the second half of each term in advance of the main Governing Body meeting, with additional meetings as necessary

- *Relevant policies**
- Anti-bullying
 - Anti-racism plan
 - Attendance & punctuality
 - Behaviour
 - Bereavement guidelines
 - Care, control & restraint
 - Complaints
 - Data protection (GDPR)
 - Dignity at work
 - E-safety
 - Educational visits risk assessment
 - Equality and accessibility
 - Equality objectives
 - Fairtrade
 - First aid
 - Food
 - Freedom of information
 - Governor code of practice
 - Home-school agreement
 - Induction & transition procedure
 - LAC designated teacher
 - Menopause
 - Nursery admissions
 - Parent governor elections
 - Picture consent form
 - Privacy notices (x 3)
 - PSHE/RSE
 - Pupils with medical needs
 - Safeguarding & CP
 - Staff well-being
 - Sustainable school
 - Traumatic incidents guidance

Spring term 2, 2024

A minimum of 3 governors plus the Headteacher.



Chair:
Nick Buzzard
(To be elected at the first meeting in the Autumn term, also responsible for setting and distributing the agenda.)

Clerk:
Bryony Howe
(To be elected at the first meeting in the Autumn term, responsible for taking minutes of the meetings and sending them to the clerk of the Governing Body in a timely manner.)

Members:
Nick Buzzard
Helen Froggatt
Elaine Gutzmore
Fr Patrick Henderson
Bryony Howe
Sophia Jones
Kate Stevens

Quorum:
3 governors plus the Headteacher (or a representative of the Headteacher).

- Responsibilities**
- To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable the governing body to fulfil its strategic role. The committee will, in consultation with the Headteacher, involve other senior leaders, as appropriate.
 - To contribute to, monitor and evaluate relevant parts of the self evaluation summary, the school development plan and relevant policies, reporting or making recommendations to the full governing body. To review school policies* when needed, having regard to changes in legislation and any guidance issued by the Secretary of State, reporting or making recommendations to the full governing body.
 - To consider recommendations from relevant external reviews for example audit, Ofsted or local authority reviews, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan

- To oversee:
- 1 the school's contribution to pupil well-being, their behaviour and safety, including promotion of healthy lifestyles and contribution to the school and wider community;
 - 2 the maintenance and promotion of parental and community engagement.

- Care**
- 3 Keep under review policies designed to promote good behaviour and discipline and associated policies*, monitor their implementation and evaluate outcomes.
 - 4 Monitor attendance and evaluate strategies designed to maximise it.
 - 5 Keep under review any trends in pupil exclusions and strategies designed to minimise exclusions.
 - 6 Review annually, monitor and evaluate the effectiveness of safeguarding procedures, including the *Child protection policy*, and make recommendations to the governing body to address any emerging issues.
 - 7 Keep under review the way in which pupil views are taken into account, including the school council.
 - 8 Monitor and evaluate the welfare requirements of the Early Years Foundation Stage.

- Communication**
- 9 Monitor the range of the extended school offer including after school clubs, school performances and visits and evaluate its impact.
 - 10 Gauge opinion of parents and pupils by preparing surveys including an annual questionnaire.
 - 11 Monitor and evaluate the engagement of parents with the school, parental views and how these are taken into account and consider ways in which home-school links can be further developed, making appropriate recommendations.
 - 12 Monitor and evaluate the effectiveness of communications with parents including statutory requirements such as the publication of information on the school website, including publicising



A handwritten signature in black ink, appearing to be the initials 'HG' with a large, sweeping flourish underneath.

ToR ratified: (Signature) 25th March 2024 (Date)