

# David Nieper Academy

## Pupil Matters Pastoral

**Membership:** Membership shall consist of at least 3 Governors, plus the Head teacher or nominated SLT representatives.

**Chair:** Will be chosen annually

**Quorum:** At least 2 Governors and the Headteacher or SLT representative

**Meetings:** The Committee shall meet six times a year in the short term, and at least three times a year as well as any meetings that are required/ appropriate

**Reporting:** The Committee will report to the Local Governing Board

**Servicing:** See Committee Reporting Protocol document.

The agenda for each meeting will be drawn up by a designated member of SLT in conjunction with the Chair of the Committee. The agenda and supporting paperwork will be circulated by the minute taker. Minutes of each meeting will be written by the minute taker and sent to the Chair before full circulation. All supporting paperwork and minutes, once approved, will be made available on the Governor portal.

The Chair will produce a summary report, using a pre agreed format, which will be circulated to all governors with the minutes, placed on the Governor portal, and tabled at the next full Governors meeting.

**Core Function:** Holding leaders to account for wellbeing and safeguarding of pupils, and admission arrangements.

### **Terms of Reference:**

To appoint the Chair of the Committee

1. Receive detailed reports on Pupil Welfare, Behaviour and Attendance
2. Receive detailed reports on student progress of SEND pupils throughout the year, overseeing that the key duties in regard to SEND provision are undertaken effectively
3. Receive detailed reports on exclusions including internal exclusions
4. Receive detailed reports on the progress of pupils within Internal and external Alternative Provision
5. Receive detailed reports on admissions, both in-year and into Year 7
6. Receive detailed reports on Safeguarding, overseeing that the key duties in regard to this area are undertaken effectively
7. Receive detailed reports on the impact of SMSC work across the academy
8. Oversee the impact and adherence to responsibilities under the Equalities Act
9. Receive updates on progress linked to pastoral matters from within the Academy Development Plan
10. Receive, discuss and approve policies related to the committee remit

The terms of reference will be reviewed and approved annually during the Joint Board meeting in the Autumn term.