

Blenheim High School - Community Committee

Terms of Reference

Purpose of the Community Committee

The committee is responsible for:

1. Overseeing wellbeing and encouraging an inclusive and healthy environment that supports learning for all students and staff;
2. Ensuring the school plays an active role at the heart of the community where students, parents and carers, staff and community are encouraged and supported to give feedback and be involved in and with the school;
3. Monitoring marketing and promotion to support the school and ensure the school's profile is enhanced by all it does;
4. Contributing to and monitoring relevant sections of the School Strategic Plan and the School Development Plan, developing supporting policies as necessary.

Key accountabilities:

The key accountabilities of this committee are:

- Ensuring the school has effective procedures in place to maintain high standards of behaviour;
- Overseeing school policies and marketing strategies to maximise the admission of pupils to achieve a full PAN to the school in accordance with the Funding Agreement, ensuring that the criteria meet legal and DfE requirements;
- Monitoring attendance, behaviour and exclusion data for students and ensuring appropriate processes and systems exist to improve attendance particularly for pupils making less than expected progress;
- Ensuring the school has policies and procedures in place to promote an inclusive environment and supports a variety of enrichment activities for all students whatever their backgrounds;
- Monitoring wellbeing of students and staff to ensure a healthy environment is maintained for all students and staff;
- Monitoring attendance data for staff and ensuring the school has appropriate processes and systems to address staff absence positively and effectively;
- Supporting the school to maximise its position at the heart of the community and ensuring there are mechanisms in place for building and maintaining strong and sustainable links with parents and carers, the community and leading community figures and businesses;
- Ensuring learnings are taken from feedback from a range of stakeholders to listen, understand and respond to the voices and views of parents/carers, students, staff, local communities and other stakeholders;
- Ensuring the school maintains public records in accordance with statutory requirements;
- Ensuring effective oversight to demonstrate the school meets its statutory PREVENT duty.

Membership A minimum of six governors, to include the Headteacher or his delegate, one parent governor and one staff governor (teacher) or their delegate, to be appointed at the first Governing Body meeting of the academic year. *The committee may make recommendations to the Governing Body for the co-option of non-governor members.*

Chairperson A governor, not the Headteacher or the Chairman of Governors. To be appointed by the members at the first meeting following the appointment of members for the academic year. In the absence of the chairman the quorate membership will appoint a chairman for that meeting.

Clerk Clerk to the Governors. In her absence, one of the members present.

Quorum Four governors, including the Headteacher or his delegate.

Meetings	Frequency	-	Minimum of one per term, prior to the termly Governing Body meeting.
	Notice	-	One week, in writing, with agenda.
	Agenda items	-	Items from members to be included in the meeting agenda to be sent to the Clerk at least two weeks prior to the meeting.
	Any other business	-	In order to improve the efficiency of the meeting all items for discussion must be included in the agenda and will not be discussed under any other business unless urgent.
	Minutes	-	To be circulated within two weeks of meeting.

Specifically the committee is responsible for:

- Supporting and challenging the Headteacher, Leadership Team and Governing Body on admissions, attendance and student development;
- Reviewing regular reports from the Headteacher or Leadership Team on behaviour, admissions and student and staff attendance in order to identify areas of development and ensuring action plans are in place;
- Contributing to and monitoring relevant sections of the School Improvement Plan, 6th form SIP and Post-Ofsted Action Plan;
- Supporting the school's activity to encourage parents to work in partnership with the school to ensure students aspire to reach their full potential;
- Regularly review the relevant school policies to ensure they remain fit for purpose and are effectively and consistently implemented, making recommendations to the Governing Body as required;
- Ensuring that all committee members receive relevant training;
- Monitoring and supporting the school's publicity, marketing and relationships with the wider community, including the website;
- Ensuring marketing plans are in place and are effective in supporting the school to identify and secure additional revenue streams;

- Ensuring all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and accessible;
- Promoting and monitoring the appropriate School Aims;
- Liaising and consulting with other committees as necessary.

Current Policies: (subject to review)

- Admissions (including Sixth Form and Appeals) *
- Attendance
- Behaviour Management*
- Careers, Education and Guidance
- Child Protection & Safeguarding*
- Children Looked After
- Educational Visits
- Equality Policy (Accessibility Plan) *
- E-Safety
- Medical Needs including intimate care
- Substance Misuse

** Statutory policies*

The committee refer to and take regard of the following guidance:

- Working together to safeguard children March 2015
- Keeping Children Safe in Education Sept 16
- A Competency Framework for Governors. January 2017