



*"We learn together, we play together, we pray together,  
we grow together in the love of God"*

## Wellbeing Committee Terms of Reference

<b>Version:</b>	<b>1.0</b>
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<b>Owner:</b>	<b>Wellbeing Committee</b>
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These are the Terms of Reference for the Wellbeing Committee of St Theresa's Catholic Primary School. It is controlled by the Wellbeing Committee and approved by the full Governing Body.

**Status:** Approval Pending

### **Purpose of the Wellbeing Committee**

The Wellbeing Committee has been developed as part of St Theresa's School governance structure to examine, advise and monitor the impact of the school's curriculum as agreed by the Senior Leadership Team (SLT) and governors, in accordance with statutory regulations and 'Best Practice Standards'.

The committee is responsible for ensuring:

- the health and wellbeing of its pupils are safeguarded
- the Catholic ethos together with the moral, social and cultural core British values run as the 'golden threads', which link all aspects of the curriculum.
- learning standards are set, achieved and maintained

Through the school's philosophy in which *We learn together, we play together, we pray together, we grow together in the love of God*, the committee seeks to enable all pupils explore understand and grow in all aspects of their lives, so as to reach their full potential, and contribute positively to the life of the school, their families and community as whole.

### **Wellbeing Committee Membership**

The committee will be appointed annually by the Full Governing Board (FGB). Committee members shall hold office from either the date of their appointment until their resignation, or their omission from membership of the committee on subsequent consideration by the GB, whichever happens first

- The committee shall consist of not less than **5 governors** including the Head Teacher or member of the SLT with responsibility for the curriculum, together with teacher and governor safeguarding leads
- The committee will elect a non-employee as Chair.
- The committee will elect a Vice-Chair.
- The committee will elect a Clerk.
- The committee will make recommendations to the Governing Body for co-option of non-governing members.

### **Quorum**

- The quorum shall be **5 governors**, including the Head Teacher.



## Meetings

There will be a meeting each term (x3), lasting two hours. This will be clerked by a nominated committee member.

The first meeting will be held in the July, preceding the start of the school year. Subsequent meetings will be held in January and May, so as to feed into the FGB Clerked meetings in September, February and June respectively.

- All business to be discussed, including reports, and ratified policies, must be forwarded to the Chair and Governor Clerk **ten days** in advance of the SMSC meeting.
- Agenda and papers to be circulated one week in advance to committee members. Members are responsible for reading these in advance of the meeting and forwarding queries directly to the Chair and Headteacher in advance of the meeting. This is to enable a full response to be given at the meeting and formally minuted.
- The committee may invite non-members to meetings to assist or advise on a particular matter or issue. These additional attendees shall not be entitled to vote on any matters.
- Every matter to be decided upon will be determined by a majority vote; each member of the committee that is present at the meeting shall be entitled to one vote. Where there is an equal division between votes, the chair will have the deciding vote.
- There will be no 'any other business' agenda items.
- A register of attendance shall be kept for each meeting and will be published on an annual basis.
- Ratification of the minutes will happen electronically between committee members within **seven days** of the meeting. The Chair will forward ratified minutes to the Chair of Governors for the FGB meeting **ten days** before the FGB.

## Terms of Reference

The duties of the committee include:

- Through monitoring and analysing, ensure the health and wellbeing of all pupils are safeguarded in curricular and extracurricular activities. Safeguarding of pupils will be at the forefront of all policy developments, and actions taken by staff and governors.
- Establishing and promotion of the Catholic ethos within the school.
- Ensuring the pupils Spiritual, Moral, Social and Cultural (SMSC) development is nurtured throughout the school within the curriculum and its policies.
- Ensuring the school's curriculum is balanced, broadly based and effective, using a variety of different sources, such as attainment data and information regarding the effectiveness of the curriculum, in order to improve it.
- Ensuring that the school is carrying out its statutory duties with regard to the National Curriculum.
- Monitoring the performance and progress of all pupils and their learning. Mapping this data onto set national standards and reporting this back to the FGB advising them in respect of targets for pupil achievement across the school.
- Analysing performance trends that might be present within the school, locally and nationally
- Evaluating the impact of teaching and learning on the levels of attainment, using appropriate data sets.
- Monitoring data on pupil performance SATs results, and progression between the Key Stages.
- Having knowledge of the educational needs of pupils within the school and monitoring pupil performance data of specific groups of pupils, eg pupils with special educational needs and disabilities.



- Understanding the targets that have been set within the school and challenging underperformance against these targets and more general expectations.
- Monitor the content and impact of Collective Worship and Religious Education.
- Promotion of community cohesion and inclusive practice relating to race, gender and disability equality.
- Ensuring all school materials (documentation, website, etc.) identifies the school as a Catholic school.
- Monitoring home, school and Parish links.
- Ensuring that there are effective procedures in place regarding pupil support, attendance and discipline, that comply with statutory requirements. Especially regarding children missing in education.
- Identifying areas of concern regarding performance and standards within the school, implementing action plans with the consultation of the FGB where necessary.
- Monitoring and advising the FGB on the school's post-Ofsted action plan and any other formal evaluation reports related to the quality and effectiveness of learning within the school.
- Monitoring and advising the FGB on school improvement work, leadership standards and governance effectiveness within the school.
- Monitoring implementation of the School Improvement Plan (SIP) and ensure that it is in line with the School Evaluation Form (SEF).
- Ensuring there are effective procedures in place for the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice within the school.

The committee will review its own progress annually in July, taking into account its own performance, constitution and terms of reference, to make sure that the committee is operating at its full potential.

### Authority

This committee is authorised by the Full Governing Board to:

- Investigate any activity within its terms of reference
- Seek any information it requires from any member of the teaching senior leadership team, with all SLT members directed to cooperate with any request made by the committee
- Obtain any outside legal or independent advice where it deems it necessary.

**These Terms of Reference agreed by the Governing Body on: 25 September 2018**

**Chair of the Committee** Sheena Varnava

**Vice Chair to the Committee**

**Clerk to the Committee**



Name of Governor / Associate Member	G / A
<b>Sheena Varnava</b>	G
<b>Fr John Dermody</b>	G
<b>Gerry Costello</b>	G
<b>Margaret Cronin</b>	G
<b>Linda O'Melia</b>	G
<b>James Troy</b>	G
<b>Christine Fleming</b>	
<b>Jean-Mark Evans</b>	A

#### Document History

Version	Date	Comments
<b>0.1</b>	15 01 2018	Initial Draft Version for Wellbeing Committee <i>This version will replace and combine and standardise all previous versions of the Catholic Life, and Learning and Achievement Committees ToRs, and incorporate Safeguarding into this new committee structure.</i>

#### Document Control

<b>Approved:</b>	<b>Day/Month/Year</b>
<b>Signed by:</b>	  <hr/> Sheena Varnava Chair. On behalf of the Wellbeing Committee
<b>Next Scheduled Review</b>	July 2018
<b>Date</b>	