RINGWOOD SCHOOL GOVERNING BODY

Student Welfare Committee – Terms of Reference

1. Purpose

1.1 To consider, on behalf of the Governing Body, matters relating to student welfare, behaviour, sanctions and rewards, SEND and attendance in school.

1.2 To consider policies, processes, and procedures, in relation to all elements of disadvantaged pupils in school.

1.3 The terms of the "Ringwood School Governing Body – Governance Arrangements" document applies to all constituted committees of the Governing Body.

2. Responsibility/Authority

2.1 The Committee shall consider and advise the Governing Body on adequacy and effectiveness of the School's planning, processes, and systems in all matters relating to the welfare of students.

2.2 The Committee shall be responsible to the Governing Body for:

- Providing assurance that the School's planning, actions and reporting are adequate to support and improve the welfare of pupils;
- Monitoring all issues on the School Improvement Plan (SIP) allocated to the Committee;
- Monitoring issues and actions raised in relation to:
    - Safeguarding and Child Protection;
    - Attendance
    - Behaviour
    - Pupil Premium
    - the Single Equality Scheme;
    - Prevent (to safeguard people at risk of radicalisation)
    - the provision of British values;
    - educational and off-site visits;
    - Ofsted and other national developments;
    - SEND
- Changes to relevant policy and procedure;
- Governance risks and their inclusion on the School's Risk Register.

2.3 The Student Welfare Committee may have direct access to Academy advisors and may commission additional reports as they deem appropriate, without reference to the Governing Body.

2.4 The Committee is authorised to undertake any activity within its terms of reference or specifically delegated to it by the Governing Body, and to request any information it requires from any employee, or the Headteacher or Senior Leadership Team.

2.5 The Committee may delegate its responsibilities to any number of sub-committees comprising at least three of its members.

3. Membership

3.1 Membership of the Committee shall comprise a minimum of four members.

3.2 The Committee may co-opt members who are not members of the Governing Body to assist the Committee to conduct its business and may invite other governors to attend particular meetings as required, e.g. to ensure quoracy.

3.3 The Committee will have at least one member with appropriate management experience.

3.4 Each Committee will elect a chair and vice-chair from within its members, who will each hold office for two years.

3.5 The quorum for any committee meeting is three governors or committee members or, if greater, one third of the committee. In the event of there being fewer than three serving members of a committee, the quorum shall be all the members of that committee.

3.6 The Clerk to this Committee shall be Clerk to the Governors.

4. Meetings

4.1 The Committee will meet three times a year in accordance with the meeting schedule approved by the Governing Body but may schedule additional meetings as the Governing Body or Committee consider necessary.

4.2 The Committee may invite members of staff or other persons to speak at meetings, but they will not be able to vote.

4.3 Agendas should be circulated at least one full week in advance of the meeting; papers for agendas should be sent to the Clerk at least two working days before the papers are to be sent out.

4.4 The Committee's terms of reference shall be reviewed annually.

5. Minutes

5.1 The minutes will be recorded by the Clerk of the Governors and will be sent to the Committee to agree within two weeks following the meeting. In the absence of the Clerk the minutes will be recorded by a member of the Committee.

5.2 Draft minutes will be circulated with the agenda for approval at the next Student Welfare Committee meeting by the Committee members.

5.3 Agreed minutes will be signed by the Chair of the Committee and uploaded to the Governor Hub. Minutes of all Governing Body Meetings are available for inspection in school by arrangement upon request from the Clerk to Governors.

6. Reporting/Relationship

6.1 The Chair of the Committee will provide a verbal/written report (as appropriate) at the next Full Governing Board (FGB).

6.2 Any significant issues should be escalated to the FGB.

7. Conduct at Meetings

7.1 Members will act in accordance with the Governors Code of Conduct and meetings will be administered in accordance with these terms of reference.

7.2 Members will be asked to declare any conflict of interest at the start of each meeting, and this will be recorded in the minutes.

Last updated in November 2025