THE TERMS OF REFERENCE

TITLE	THE PARISH/COMMUNITY/PARENTS/PUPIL COMMITTEE
PURPOSE	WORKING IN PARTNERSHIP WITH THE HEADTEACHER TO BE THE CONDUIT BETWEEN THE SCHOOL, THE PARENTS, THE PUPILS, THE PARISH AND THE COMMUNITY.
MEMBERSHIP	Not less than four named governors, including the two Parent Governors, up to three members of staff, elected annually by the governing body. An invitation to be extended to all members of the Governing Board to attend meetings of the Committee.
QUORUM	Three Governors, including the Headteacher.
CHAIR	To be elected at the first meeting in the academic year.
VOTING	Where appropriate, questions/proposals/decisions to be determined by a majority of votes. The Chair to have a casting vote.
FREQUENCY	Meetings to be held at least once a term. **NB**: The School Governance [England] Regulations 2013, allow for alternative arrangements to be made for Governors to participate in or vote at meetings, including by telephone or video-conferencing.
REPORTING PROCESS	Written minutes to be produced and presented at least seven days in advance of the next meeting of the full Governing Board.

TERMS OF REFERENCE

To –

- ➢ monitor progress on any issues in the School Development/Improvement Plan that fall within its remit.
- ➢ oversee the development and maintenance of relationships with parents and carers, the parish and community, to ensure these contribute to community cohesion

- ➢ monitor parental/parish/community involvement in the school, and to make recommendations about the development of future links
- ➢ review and monitor the home school agreement and related policies
- ➢ monitor pupil attendance targets and strategies to improve attendance and engagement
- ➢ engage with and receive reports from the School Council representing children in the school
- ➢ celebrate pupils engagement in the Holy Sacraments
- ➢ recognise and celebrate pupils' academic achievements and performing arts and sporting successes
- ➢ receive termly reports on Behaviour and Discipline, including the number of bullying and racial incidents and the use and effectiveness of pupil exclusion
- ➢ monitor the effectiveness of the school's complaints policies and procedures
- ➢ ensure the school meets legal requirements to publish information, including details of the overall Governance arrangements, on the school's website in a readily accessible form
- ➢ monitor and respond to feedback received in Parents' and Pupils' questionnaires
- ➢ liaise with the Home School Association
- ➢ promote the school in the local community.