

CHRISTLETON HIGH SCHOOL
PASTORAL ADVISORY PANEL
TERMS OF REFERENCE 2020/2021

	Terms of Reference	How	When
1	To maintain the values and ethos of the school by ensuring that effective systems are in place for the pastoral care of students.	To receive and discuss reports from Assistant Headteacher on ongoing measures to monitor the effectiveness of pastoral care. To continuously seek improvements to processes and benchmark best practice.	Termly
2	To Monitor the extent to which pupils, including those from different groups, contribute to the school and wider community and engage in decision-making or consultation about issues which affect the quality of their learning.	To meet and discuss with representatives from Student Voice and other student groups issues that concern them. Report key findings to the full Governing Body for consideration.	Termly
3	To ensure that robust Health and Safety strategies are in place to ensure that risk is effectively managed and that the school is a safe environment for students, staff and visitors.	To review CWAC H&S Audit and ensure the implementation of any actions therein. To discuss any significant works taking place on-site that could present risks and ensure that sufficient mitigation is in place. To receive and discuss reports on any incidents resulting in serious injury. To discuss a breakdown of accidents, injuries and sickness reported at the school and make recommendations as appropriate.	Spring Term As required
4	To monitor pupil attendance, punctuality at school and in lessons, the follow up procedures for absent pupils and the impact of the school's strategies to improve attendance.	To review data and challenge actions being taken by the school to improve attendance.	Termly
5	Review the effectiveness of policies relating to student behaviour and discipline.	To ensure that the school have robust and effective policies with regards student discipline. To receive and discuss reports on the number and nature of incidents resulting in disciplinary action being taken by the school. To monitor and review rates of exclusion and other serious sanctions.	Termly

6	To ensure that safeguarding and child protection procedures are effective, that all staff have completed up-to-date training and that the school is meeting its statutory responsibilities in respect of Safeguarding and Prevent.	To receive and discuss a report from the school Safeguarding Lead and the Safeguarding Governor	Termly
7	To receive and discuss a report on the application of the AEN and Inclusion Policy.	Assistant Headteacher (Student Services) to present a report on student progress, well-being and measures implemented to improve processes. Benchmark best practice.	Spring Term
8	To form the pool from which the Student Discipline Committee is preferably appointed to consider student exclusions.	A committee, based on availability, will be convened to consider permanent exclusions only.	As required
9	To consider any complaints received from parents referred to the Panel.	Complaints to be dealt with as per Complaints Policy.	As required
10	To monitor and discuss the level and nature of complaints and review their outcomes.	Deputy Headteacher to present summary of complaints and response times.	Summer Term
11	To formally review and ensure that Statutory Policies relevant to the Panel are fit for purpose.	Clerk to ensure policy reviews as per master calendar.	As required
12	To deal with any matter specifically referred by the Governing Body.	As delegated by Governing Body.	As required
13	To critically consider the high Risk Management areas attributable to the Panel.	Annual review of key high level risks and the mitigation activities undertaken.	Autumn
14	To monitor the support available for looked after and previously looked after children and the progress that they are making.	To receive and discuss an anonymised report from the designated teacher for looked after and previously looked after children.	Annually - Summer
15	Pupil Premium Monitor the effectiveness and impact of Pupil Premium and Year 7 catch up funding/strategies.	Update on strategies Review of PP Strategy statement To receive and discuss reports from the C&A group and PP strategy outcomes.	Termly Autumn Term Termly
16	To monitor the effectiveness of the Alternative Provision support available for students and the progress that they are making.	To receive and discuss a report from the designated teacher for Alternative Provision.	Annually - Spring