



# HOLY TRINITY

A Catholic and Church of England Voluntary Academy  
The Hallam Schools' Partnership Academy Trust

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## **ETHOS, WELFARE AND ADMISSIONS COMMITTEE**

### **TERMS OF REFERENCE**

#### **Constitution**

1. The Committee shall consist of Governors appointed by the Governing Body.
2. The Chairperson shall be elected by the Committee.
3. A quorum shall consist of 4 members of the Committee.
4. The Governing Body shall appoint a Clerk to the Committee.
5. The Clerk will ensure:
  - (i) a minimum of 7 clear days' notice of a meeting is given in writing to each committee member along with the agenda;
  - (ii) the minutes and decisions of the Committee are recorded and shared with the Governing Body and made available to the public.
6. The Committee will meet at least 3 times a year. In the absence of the Chair, a temporary Chair will be elected for the purposes of the meeting.
7. The Committee is authorised to make decisions on behalf of the Governing Body only in respect of those powers specifically within the Terms of Reference.

#### **Terms of Reference**

1. Regularly review the school's policies relating to Ethos, Welfare and Admissions which will include:
  - an ethos policy that ensures religious education and collective worship, pastoral care and relationships and sex education support the Catholic and Church of England ethos of the school
  - a policy on monitoring student attendance and welfare and ensuring that there are procedures in place that result in accurate recording of attendance, behaviour and recognition of achievement
  - a safeguarding policy which ensures all pupils are safe and free from oppression and discrimination
  - an SEND policy and Special educational needs information report
  - an admissions policy that ensures:
    - all pupils are admitted to the school in accordance with oversubscription criteria which is in line with our religious ethos
    - any review of the admissions policy is submitted to the full governing body for approval and the Committee ensures that the timetable for review of the policy provides adequate time for the annual consultation as legally require).
2. Ensure there is a clearly defined exclusion procedure for pupils that conforms to DfE guidelines and receive regular reports on all exclusions.

Be responsible for the review of certain fixed term exclusions and permanent exclusion and consider any representation made by parents / carers.

3. Monitor and evaluate provision and outcomes for pupils with SEND.
4. Receive regular reports on the general welfare of pupils with particular regard to new admissions, family/school issues, bullying and racial harassment, attendance, disciplinary procedures and practices, pastoral care and support, physical safety in and out of the classroom
5. Ensure there is a designated Child Protection Officer and that there are clear policies and procedures in place that are based on the latest government guidelines
6. Establish a subcommittee to receive admissions applications for Reception and Year 7 and categorise them in respect of oversubscription criteria.
7. Receive reports and oversee Ethos development and the development of RE and ethos across the school in line with the school's Catholic and Church of England foundation.
8. Receive, consider and act on Section 48/SIAMS reports and any external reviews relating to Ethos, Welfare or Admissions.
9. Receive, investigate and respond to complaints about any matter related to the general wellbeing of pupils or groups of pupils.
10. Consider complaints from parents/other adult through the school's complaints policy.
11. Contribute to School Self Evaluation.
12. Contribute to the review of the School Development Plan.
13. Consider approval for visits falling into Category B (requiring an overnight stay), and Category C (overseas) when these arise.
14. Receive the reports of link governors as appropriate

**Review**

These Terms of Reference will replace the previous Terms of Reference and will be reviewed by the Governing Body annually.

The Terms of Reference were last reviewed and agreed by the Governing Body on 11<sup>th</sup> July 2019 and are due for review before 12<sup>th</sup> July 2020.

Signature .....  
Chair of Governors

Date .....

Signature .....  
Chair of Committee

Date .....