

Terms of Reference for JCoSS Inclusion Committee of the Governors

There will be a minimum of six members of the Inclusion Committee. The quorum for any meeting shall be not less than three governors. Ex officio governors count towards the quorum. (NB. Associate Members do not count towards the quorum). The Co-Chairs of Governors, Vice Chair of Governors and Headteacher will be ex officio members of all Committees.

The Committee will elect a chair and vice chair from among its members. The Committee may invite non-governors to attend, but in a non-voting capacity

The remit of the Inclusion Committee is to inform and make recommendations to the Governing board on all matters relating to behaviour management, pastoral care and guidance offered to the school. Its role is to consider all matters relating to the well-being of students, including those in the PSRP and members of staff and the effectiveness of the school structures and policies in this area. The Committee will then report back and present these issues to the Governing Body.

In particular the Committee has the following objectives:

1. To be aware of, and advise Governors of any matters regarding SEN and inclusion both within school and the PSRP which should, properly, be drawn to the attention of the whole Governing Body;
2. To review the policies, protocols and strategy regarding SEN and Inclusion together with the PSRP; behaviour of students of the school and monitor the implementation of policies relating to them, including the anti-bullying policy and make recommendations for change to the full Governing Body where necessary (see policy list below)
3. To review the interaction of the PSRP with the remainder of the School, including matters relating to the PSRP in the JCoSS School Development Plan.
4. To monitor the school's work to promote high standards of attendance and punctuality, reviewing statistics at least annually.
5. To have responsibility for the Safeguarding policy, including up-to-date and appropriate training for Governors, the schools Designated Senior Person(s) and the wider staff both in school and the PSRP.
6. To monitor the management of exclusions and formally discuss the relevant statistics at least annually; on behalf of the Governors, to consider any appeals or representations related to matters of student welfare or management behaviour whether that be in School or the PSRP.
7. To monitor the school's provision for student well-being, including the work and scope of Student Services, Medical Provision, Counselling, & Extended Schools.
8. To monitor the school's provision for vulnerable students and groups of students, and ensuring equal opportunities in all aspects of school's work.
9. To monitor the school's use of Pupil Premium.
10. To monitor and review the interaction of the PSRP with Norwood, The Pears Foundation, Local Authorities and other relevant and appropriate third parties;

11. To review the work of the PSRP with regard to statutory and regulatory obligations insofar as those are concerned with specialist work of the PSRP; in consultation with the Personnel and Finance & Premises Committees, to review the PSRP budget and staffing structure as necessary;
12. To undertake any formal consultations on PSRP, special Educational needs and disabilities.

The composition and terms of reference will be reviewed in Summer Term 2025.

Signed Emma Cravitz (CHAIR)

Date July 2025

(Reviewed and approved, Inclusion Committee July 2025)

| To be approved by Full Governing Body | | |
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| Policy | JCoSS Staff i/c | Statutory /Non Statutory |
| Safeguarding Policy | ADH Behaviour & Safeguarding | Statutory |
| SEND Policy | Director of Inclusion | Statutory |
| Addendum - Behaviour Support & Management of pupils with ASD | Director of Inclusion | Statutory |
| Behaviour for Learning Policy | Deputy Head (Pastoral) | Statutory |

| Governing Body free to delegate to a committee of the GB, an individual or HT | | |
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| Policy | JCoSS Staff i/c | Statutory /Non Statutory |
| Anti-Bullying Policy | Deputy Head (Pastoral) | |
| Attendance Policy | Deputy Head (Pastoral) | |
| Child on Child Abuse Policy | Deputy Head (Pastoral) | Statutory |
| Complaints Policy | Head | Statutory |
| Disability Equality Scheme & Accessibility Policy | Director of Inclusion | Statutory |
| Disability (exams) Policy | Director of Inclusion | |
| Drug Education Policy | Deputy Head (Pastoral) | |
| English as Additional Language Policy | Deputy Head (Pastoral) | |
| Equality Policy | Deputy Head (Pastoral) | Statutory |
| Equality Objectives | Head | |
| Home-School Agreement | Deputy Head (Pastoral) | Statutory |
| Infectious Diseases Policy | Deputy Head (Pastoral) | |
| Mental Health and Emotional Wellbeing Policy | AHT (Wellbeing) | |
| Relationship & Sex Education RSE Policy (Formally SRFLE) | Deputy Head (Pastoral) | Statutory |
| Uniform Policy | Deputy Head (Pastoral) | |
| Word Processor (Exams) Policy | Director of Inclusion | |