Inclusion Committee – July 2026,

JCoSS
JEWISH COMMUNITY SECONDARY SCHOOL

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, or Co-Chairs, 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 PRSP 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 PRSP.

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.

13. To include a Governor with responsibility for SEN, and a Governor with responsibility for Equalities.



Signed Emma Cravitz (CHAIR) Date July 2026

(Reviewed and approved, Inclusion Committee July 2026)

To be approved by Full Governing Body		
Policy	**JCoSS Staff i/c**	**Statutory /Non Statutory**
Child on Child Abuse Policy	Deputy Head (Pastoral)	Statutory
Complaints Policy	Head	Statutory
Disability Equality Scheme & Accessibility Policy	Director of Inclusion	Statutory
Equality Policy	Deputy Head (Pastoral)	Statutory
Home-School Agreement	Deputy Head (Pastoral)	Statutory
Relationship & Sex Education RSE Policy (Formally SRFLE)	Deputy Head (Pastoral)	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
Information Technology and e-Safety Policy	Deputy Head (Pastoral)	Statutory

Governing Body free to delegate to a committee of the GB, an individual or HT		
Policy	**JCoSS Staff i/c**	**Statutory /Non Statutory**
AI Policy		
Anti-Bullying Policy	Deputy Head (Pastoral)	
Attendance Policy	Deputy Head (Pastoral)	
Disability (exams) Policy	Director of Inclusion	
Drug Education Policy	Deputy Head (Pastoral)	
English as Additional Language Policy	Deputy Head (Pastoral)	
Equality Objectives	Head	
Infectious Diseases Policy	Deputy Head (Pastoral)	
Mental Health and Emotional Wellbeing Policy	AHT (Wellbeing)	
Sixth Form Conduct – Addendum to Behaviour for Learning Policy		
Uniform Policy	Deputy Head (Pastoral)	
Word Processor (Exams) Policy	Director of Inclusion	