



The High School Leckhampton Curriculum & Standards committee Terms of Reference/Standing Orders 25-26

1. Purpose

The role of the Community & Operations Committee is to provide assurance to the LGB and Trustees that safeguarding, wellbeing, behaviour, attendance, welfare, staffing, premises, health & safety, community engagement and operational risk are managed effectively. It acts as a key link between the school, parents, and the wider community, and monitors the impact of resources, policies, and operational strategies in line with the School Development Plan (SDP).

2. Key Responsibilities

The Committee will:

Safeguarding & Pupil Welfare

- Monitor compliance with safeguarding legislation and *Keeping Children Safe in Education* requirements.
- Receive and review the Annual Safeguarding Report, ensuring that a strong safeguarding culture is maintained.
- Receive assurance that safeguarding training, Single Central Record compliance and safeguarding procedures are effective.

Behaviour, Attendance & Wellbeing

- Monitor behaviour culture, including exclusions, suspensions and the effectiveness of behaviour strategies.
- Monitor attendance, including persistent absence and attendance of vulnerable groups, and the impact of interventions.
- Receive assurance on pupil and staff wellbeing, workload considerations and provision of support.

Community, Inclusion & Engagement

- Monitor admissions and appeals in accordance with the School Admissions Code.
- Monitor the school's engagement with parents, pupils, staff and the wider community, ensuring stakeholder voice informs improvement.
- Ensure the school maintains compliant, accurate and accessible website information.

- Receive anonymised complaints data to identify themes and ensure appropriate responses.

Premises, Health & Safety & Risk

- Receive assurance that statutory health and safety duties are met, including the annual H&S report.
- Monitor the premises risk register and escalate significant risks through the LGB to Trustees where required.
- Monitor site condition, accessibility, security and planned maintenance priorities.
- Monitor operational risk themes and ensure alignment with Trust risk management processes.

Staffing & Personnel (within delegation)

- Receive updates on recruitment, retention, absence and workforce planning.
- Monitor staff wellbeing, induction, professional development and appraisal assurance (strategic, not operational).
- Note that pay policy and pay decisions remain the responsibility of Trustees.

Finance (Monitoring Only)

- Receive termly budget monitoring updates and seek assurance that spending aligns with school and Trust priorities.
- Review the impact of Pupil Premium, PE & Sport Premium and other targeted funding on pupil outcomes and inclusion.
- Consider relevant benchmarking or spending insight reports provided by the Trust.

Policies

- Ratify or note policies delegated to the Local Governing Body under the Trust Scheme of Delegation.
- Monitor the implementation of relevant statutory and Trust-aligned policies.

In fulfilling these responsibilities, the Committee will follow the Community & Operations Annual Monitoring Summary (Appendix A – to be reviewed annually), which structures termly monitoring agendas, evidence sources, subject presentations, link governor visits and reporting to align oversight with the School Development Plan and the Ofsted Education Inspection Framework.

3. Membership

The Committee shall consist of at least three governors, including where possible a governor with curriculum or education expertise.

To maintain continuity and development of a measure of expertise, governors should expect to remain in membership of the committee for a period of at least 2 years or until their membership of the governing body terminates if that should occur before the expiry of the 2-year period.

Representation 25-26

Chair Suzanne Ross
Vice Chair Fran Allen
 Tim Callaghan
 Sharon Grant
 Helen Wood

The Headteacher will attend (non-chairing)

Future C&O committee members - parent governors and co-opted governors may be allocated a position within the committee via the LGB upon appointment.

Other senior leaders may be invited to present reports. The Committee may request curriculum leaders attend for subject review.

4. Chair

The Chair, who should be a governor, will be appointed annually at the first meeting of the committee and must not be a member of staff.

Ideally, a governor shall not hold the Chair for more than 3 consecutive years unless he/she is unopposed for election.

5. Quorum

The quorum for meetings shall be three governors which must include the Chair or Vice Chair and the Headteacher.

In the absence of a properly constituted quorum for a planned meeting, the committee may continue the meeting but no decision making or voting can take place, alternatively the chair shall re-convene at the earliest available opportunity.

6. Meetings and Standing Orders

The following Standing Orders apply to the operation of the Community & Operations Committee:

- i. The Committee will meet at least three times per academic year, with additional meetings as required. A provisional schedule of regular meetings for the academic year shall be agreed at the first LGB of the academic year.
- ii. Agendas and papers will be circulated via GVO at least seven days in advance. Minutes will be available to the Local Governing Body via GVO.
- iii. Extra-Ordinary meetings of the committee shall be convened by the Clerk of the Community & Operations Committee as required at no less than seven days notice.
- iv. All meetings will be clerked, and all decisions, recommendations and actions arising from committee meetings shall be recorded in the minutes.

- v. All minutes will be circulated to committee members before presentation to the full governing body.
- vi. Committee members shall verify the accuracy of the minutes in advance of the distribution of such minutes to the full governing body (any amendments to be notified to the clerk to the Governors).
- vii. Only governors who are properly constituted members of the Community & Standards Committee shall vote on issues within the assigned terms of reference.
- viii. Where there is equality in a vote, which cannot be resolved in committee, the Chair shall have a casting vote.
- ix. The Nolan Principles on standards in public life shall always apply in meetings.

7. Link Governors

Link Governors will be appointed in line with the Trust SoD and LGB ToR for Safeguarding, SEND, Finance & Health & Safety. Additional monitoring where necessary in line with the current SDP. Link Governors will report findings to the committee.

8. Reporting

The committee will provide a termly report to the Local Governing Body summarising key findings.