



NEWBURY ACADEMY TRUST

Pastoral Committee

Terms of Reference

Heading	Interpretation
Name	Newbury Academy Trust Pastoral Committee.
Membership	<p>This Committee is appointed by the FGB, taking account of the interests and expertise of its members, to ensure it has competence to conduct its business. The FGB will keep a watching brief on its composition and respond by instigating change to cater for the effect of changes in FGB membership.</p> <p>The majority of members shall be Trustees, and no vote may be taken on any matter unless the majority of members of the committee present are Trustees. Membership will include:</p> <ul style="list-style-type: none"> • The Chair and one other Trinity LGB Governor • The Chair and one other Primary LGB Governor • At least one other Community Governor • The Executive Headteacher/CEO <p>The Deputy Headteachers will attend each meeting but will not have voting rights, or count towards the quorum.</p> <p>Current membership information is available from the Clerk.</p> <p>The Executive Headteacher/CEO and Chair will consider which other members of staff are required to attend meetings of the Committee so that the Committee has access to information and advice.</p> <p>Membership may be varied by the Board of Trustees from time to time, and the Trust reserves the right to remove any Local Governor at any time.</p>
Reporting	<p>The Pastoral Committee is a committee of the NAT FGB. The Chair/Headteacher approved minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the FGB and will be presented at that meeting by the Chair, or in his/her absence, another member of the committee.</p>

Disqualification	<p>All Governors are expected to sign that they are not disqualified from holding office for any of the reasons set out at Page 49.</p> <p>All Governors will be subject to a Disclosure and Barring Service (DBS) criminal records check prior to appointment.</p>
Terms of reference (Role and responsibilities)	<p>The main function of the Committee is to:</p> <ul style="list-style-type: none"> • Act on matters delegated to it by the Board of Trustees • Liaise and consult with other committees where necessary • Contribute to the NAT Improvement Plan • To consider safeguarding and equalities implications when undertaking all committee functions. <p>More specifically the responsibilities are:</p> <ul style="list-style-type: none"> ▪ To review policies identified within the Trust's policy review, including: <ul style="list-style-type: none"> ○ Safeguarding policy. ○ H&S policy (relating to staff well-being). <p>Student Voice</p> <ul style="list-style-type: none"> ▪ To receive reports from Student Voice. <p>Staff wellbeing</p> <ul style="list-style-type: none"> ▪ To ensure effective measures are in place to support the well-being of all staff (e.g. through HR/occupational health professionals). ▪ Receive anonymous staff absence information (frequency?). ▪ Ensure exit interviews are offered and provided if requested, and outcomes noted. ▪ Monitor and review the effectiveness of measures to reduce stress. <p>Pastoral</p> <ul style="list-style-type: none"> ▪ 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 reports from the relevant Pastoral Lead at each school within the NAT, at least three times per year. ▪ Review each school's PDP (pastoral development plan) with a recommendation to FGB for approval. <p>Safeguarding</p> <ul style="list-style-type: none"> ▪ To receive reports on safeguarding, as a result of visits by the Safeguarding Governor(s) to include: <ul style="list-style-type: none"> ○ Completion of statutory checks of the single central record. ○ Relevant safeguarding and safer recruitment training is undertaken by staff and governors as appropriate. ○ Any issues and actions.
Meetings	<p>The Committee will meet at least three times in each year, in advance of each meeting of the FGB (full governing body).</p> <p>The Chair of the Committee may call additional meetings if necessary or where requested by three members of the Committee.</p>
Chair	<p>The Chair is appointed by the Board of Trustees annually. If the Chair is absent from a meeting, the Committee will choose an acting Chair for that meeting from among their number. The Chair may not be the Executive Headteacher/CEO.</p>

Terms of Office for each category of Governor	<p>The term of office of all Governors is four years. Staff Governors are expected to vacate office if they are no longer employed at the school.</p> <p>Any Governor may be re-appointed or re-elected subject to them remaining eligible to being a category of Governor.</p>
Agenda Planning/Chairs Briefings	The meeting agenda will broadly follow the Monitoring and Evaluation Timetable. A draft agenda will be circulated by the Clerk to the Committee Chair and Executive Headteacher 14 days in advance of the meeting.
Attendance	<p>The Clerk will keep a record of attendance. Non- attendance within a six-month period may lead to disqualification.</p> <p>Where a Governor sends an apology for absence with reason, the Committee will decide whether to consent to the absence. If apologies are not submitted they will deem to have not been accepted.</p> <p>The Pastoral Committee can allow other persons to attend their meetings. Where this occurs the minutes of the meeting should clearly state this decision.</p>
Notice of meetings	<p>Written notice of meetings, together with the agenda, will be sent by the Clerk so as to arrive seven days before the meeting to the Governors specified email address. Papers that inform agenda items will be sent with the agenda.</p> <p>Non-receipt of notice of a meeting will not invalidate the meeting. Any requests by Governors to place an item on the agenda should be directed to the Chair.</p>
Any Other Business Items	The agenda will include 'Declarations of Any Other Business'. Any Governor wishing to raise an urgent item must give notice at this time. The Pastoral Committee will decide whether it is appropriate to discuss this or defer it to a subsequent meeting.
Quorum	<p>The quorum is three voting members. However, no vote on any matter shall be taken unless the majority of members of the committee present are Trustees.</p> <p>If the committee meeting is, or becomes, inquorate the members present may meet as a working party of the FGB if they wish only to discuss matters and to present/highlight matters to the FGB for their decision, without recommendation.</p>
Voting	<p>Only Governors present at the meeting may vote, proxy voting is not permitted. No vote on any matter shall be taken unless the majority of members of the committee present are Trustees.</p> <p>Every question shall be decided by the majority of votes of the eligible members present.</p>
Written Resolution	A decision in writing, signed by all the Governors entitled to receive notice of a meeting of the Pastoral Committee shall be valid and effective as if it had been passed at a meeting of the Pastoral Committee. This may take the form of one

	document signed by all the Governors, or separate documents signed individually.
Code of Conduct	All Governors will agree to work to, and sign annually the Code of Conduct for Newbury Academy Trust Governors.
Pecuniary and Personal Information	All Governors will sign the NAT Register of Business Interests annually and declare interests at meetings whether an interest has been previously registered or not. A Governor must absent himself from any discussions of the Pastoral Committee in which it is possible that a conflict will arise between his duty to act solely in the interests of the NAT and any duty or personal interest.
Clerking	The Clerk of the Committee is the NAT Clerk. Should the Clerk not attend the meeting, then the committee shall choose a clerk for that meeting. The Executive Headteacher/CEO cannot act as clerk for that meeting.
Public Statements	Public statements on behalf of the governing body will only be made by the FGB Chair.
Delegation to individuals	No action may be taken by an individual Governor, with the exception of urgent situations mentioned below, unless authority to do so has been delegated formally by resolution of the Pastoral Committee.
Procedural Matters	The Clerk should ensure that the meeting rules are applied.
Minutes	Minutes of the meetings of the committee should be signed by the Chair at the next meeting to verify that they are a true record. Approved draft minutes, and subsequently the signed minutes, agenda and any reports considered at the meeting shall be made available to persons wishing to inspect them.
Confidentiality	Those matters that the Pastoral Committee determines shall remain confidential will be minuted separately and such minutes/reports will not be made publicly available.
Training	The Committee will regularly review the competence and experience of its members and instigate any training and development that is considered beneficial for its members.
Review Dates	The terms of reference will be reviewed annually by the FGB.

Authorised by	The Board of Trustees
Date	11 th July 2018
Effective Date of the Document	11 th July 2018
Effective Date for Review	July 2019