

Personal Development and Wellbeing Committee

Terms of Reference

September 2024

Introduction

The Trust Board as a whole retains responsibility for all of its duties, delegated or not. Committees are responsible for keeping the rest of the board in the loop on their delegated areas of responsibility.

This includes:

- Updating the board on any issues or problems the committee is working on.
- Describing the committee's accomplishments.
- Detailing any decisions, the committee has made.

The roles and responsibilities of committees is expanded upon later in this document.

Committee Membership

The Committee will comprise members as determined by the full Trust Board. The following members have been appointed for the academic year 2024/25.

Seán Fitzsimmons (Chair of Trustees)

Lisa Hayburn (Staff Trustee)

Babu Kunadian (Trustee)

Anthony O'Brien (Vice-Chair of Trustee)

Rukhsana Rasheed (Trustee)

Kevin Sexton (Headteacher)

Simon Shipgood (Staff Trustee)

Additional Attendees

Sarah O'Rourke (Deputy Headteacher), Jasmine Baker (Assistant Headteacher), Sarah Edwards (Assistant Headteacher/SENDCo) & Jan Jenkins (Clerk to Trustees)

Additional members may be appointed at the discretion of the Trust Board.

Quorum

The quorum for meetings of the Committee is at least four trustees, including at least two trustees who are not staff members.

Clerk

A clerk appointed to a committee of the Trust Board must:

- Convene meetings of the committee;
- Attend meetings of the committee and ensure that an agenda and minutes of the proceedings are drawn up; and
- Perform such other tasks with respect to that committee as may be determined by the Trust Board from time to time.

Lead (Chair)

The committee lead will be appointed by the Trust Board. With effect from September 2024, this is Anthony O'Brien.

Meetings

The Committee will meet three times per year (once a term), with additional meetings as necessary and decided by the committee or Trust Board.

Role and Responsibilities

The Committee will act strategically and:

- To receive reports, information and data in sufficient detail to undertake planning, monitoring and evaluation of the school and enable the Trust Board to fulfil its strategic role. This includes an assessment of the progress and risks relating to actions with the relevant sections of the school improvement plan.
- Ensure that the highest standards of practice in regard to safeguarding and student welfare are consistently implemented and monitored across school, and ensure and monitor that all staff have completed statutory safeguarding/child protection training.
- Monitor and evaluate attendance, punctuality, exclusions, behaviour and the impact of interventions, sanctions and rewards.
- Ensure the Anti-Bullying policy meets the current statutory requirements and is reviewed biannually and that BCS provides a positive experience for everybody it engages with regardless of social, ethnic, cultural or spiritual background, physical, emotional or learning needs
- Monitor, evaluate and review all aspects of SEND, ensuring that students & parents are provided with information about provision for SEND students, how SEND students are assessed, identified and supported, and that the SEND Strategy is meeting the needs of all SEND students at BCS.
- Consider staff, parent and student voice on wider school provision, opportunities and arrangements.
- Enhance and support the culture and conversation about wellbeing at work and study, covering both a proactive and preventative approach; to promote and challenge areas regarding wellbeing and mental health with respect to relevant policies.
- Monitor and assess the impact of wellbeing resources and initiatives through any relevant reports and statistics.
- Review personal professional development supervision in line with school improvement priorities and ensure the schools plan for CPD is implemented.
- Ensure that equal opportunities and diversity are promoted in relation to all of the above.
- To review school policies where required, approve amendments and updates. Report to and make recommendations to the Trust Board.
- Report back to the Trust Board on the status of PD & Wellbeing at BCS.