

SQUIRREL HAYES FIRST SCHOOL

**Committee and
Nominated Governor
Guidance
(Inc. Terms of Reference)**

2025-2026

Committees and Nominated Governors

Introduction

Governing bodies delegate some functions to committees or nominated governors, because there is a requirement to do so and others because it helps the governing body work more effectively.

It has been agreed by the Governing Body at Squirrel Hayes First School that although most of the Governor's duties and functions will be addressed at the termly Full Governing Body Meetings, there may be occasions where sub-committee meetings will be held to focus on particular aspects of the Governing Bodies duties and responsibilities.

This document is a guide to the sub-committees established at Squirrel Hayes First School and includes the terms of reference for each sub committee if these are convened.

Also included is some information about nominated governors. Suggested terms of reference have also been included for them although there is not a requirement for these to be in place. (NB: *The governing body may decide to have additional nominated governors than those mentioned if they wish*)

1

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

Establishment of Committees guidelines

When a governing body makes the decision to delegate functions to a committee they must:

- Establish terms of reference and membership and record these in the full governing body minutes.
- Decide whether the governing body or the individual committees are to agree chairs of committees.
- Appoint a clerk to each committee.
- Review committee structure, terms of reference and membership annually.

In addition, the governing body may decide to appoint associate members to committees provided that a majority of members of the committee are governors. It is up to the governing body to decide on voting rights for associate members. Please note that associate members cannot vote on any resolution in connection with:

- Admissions
- Pupil discipline
- Election and appointment of governors
- Budget and financial commitments.

Procedures

- The Headteacher is entitled to attend any meeting of any committee unless there are circumstances where the regulations require them to withdraw.
- The quorum for any meeting of a committee is to be decided by that committee but must be a minimum of three governors appointed as members of that committee (including the Headteacher if they have opted to be a governor). Note that associate members and observers are not governors and do not count towards the quorum.
- Some governing bodies give new governors the opportunity to attend all committee meetings as part of their induction and as an aid to deciding which committees they would like to serve on. These governors should be classed as observers at those committee meetings and not take part in the decision-making processes.
- If the chair of the committee is a governor, they have a casting vote should that be required.
- The governing body may appoint a governor as clerk to one or more committees but the Headteacher may not clerk a committee meeting.
- Other than in the case of an emergency, the committee clerk should distribute an agenda with all related papers a minimum of seven days before the meeting date.
- Minutes of the meetings must be kept and attendance recorded.

- The minutes should be distributed with the next full governing body agenda papers.

3

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**BIDDULPH SCHOOLS
PARTNERSHIP TRUST**
(a mutual co-operative membership trust)

Terms of Reference

Learning & Teaching Committee

Membership

- a) The committee will consist of at least **4** members of the governing body. The Headteacher is a member of the committee by virtue of their post.
- b) Non-voting participants may be invited to meetings by the committee as and when required.
- c) The committee will elect a chair from its own membership
- d) The governing body may appoint non-voting associate members to the committee.
- e) The governing body may appoint **1** associate member with voting rights.
- f) The membership of the committee will be reviewed annually by the governing body.

Please see attached Appendix A for details of Committee

Quorum

The quorum will be a **minimum of three governors**, including the Headteacher (if they have opted to be a governor).

Meetings

These will take place once per term and additionally as required.

The clerk to the committee will have responsibility for:

- convening meetings of the committee
- taking minutes of meetings
- ensuring that the minutes are presented at the next full governing body meeting.

Learning & Teaching Committee Responsibilities

- a) To provide advice support and guidance to the Headteacher and governing body on all matters relating to the school curriculum.
- b) To ensure that the curriculum in school meets statutory requirements.
- c) To monitor and evaluate pupil progress in relation to the targets set and all other data available, with particular reference to individual groups.
- d) To monitor the impact of curriculum planning and policies on pupil progress, with particular reference to individual groups.
- e) To receive reports from nominated/link governors.
- f) To set and publish targets as required by statute.
- g) To review home-school partnership
- h) To review curriculum policy documents.
- i) To prepare any required curriculum policy documents not already in place.
- j) To make recommendations on assessment and monitoring arrangements in school.
- k) To contribute to the Strategic School Development Plan.
- l) To take account of the requirements of the Disability Discrimination Act.
- m) Ensure the equality of opportunity for all learners within the school's curriculum provision.
- n) Monitor and review the school's SEND policy and associated procedures, taking into accounts legal requirements.
- o) Make recommendations on the school's learning session times and dates of school terms.
- p) Monitor and review the delivery of RE, collective worship and Relationships Sex Education and Health Education, making recommendations where required.
- q) To review these terms of reference annually and take to the full governing body for approval.

5

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Terms of Reference

Finance & Personnel Committee

Membership

- a) The committee will consist of at least **4** members of the governing body. The Headteacher is a member of the committee by virtue of their post.
- b) Non-voting participants may be invited to meetings by the committee as and when required.
- c) The committee will elect a chair from its own membership
- d) The governing body may appoint non-voting associate members to the committee.
- e) The governing body may appoint **1** associate member with voting rights.
- f) The membership of the committee will be reviewed annually by the governing body.

Please see attached Appendix A for details of Committee

Quorum

The quorum will be a **minimum of three governors**, including the Headteacher (if they have opted to be a governor).

Meetings

These will take place once per term and additionally as required.

The clerk to the committee will have responsibility for:

- convening meetings of the committee
- taking minutes of meetings
- ensuring that the minutes are presented at the next full governing body meeting

Finance & Personnel Committee Responsibilities

Personnel specific:

- a) To ensure that all procedures relating to the recruitment, selection and appointment of all staff in school meet statutory and safeguarding requirements.
- b) To ensure that arrangements are in place for the performance management of all school staff.
- c) To ensure that arrangements for NQTs are in place.
- d) To receive reports on staff absence on behalf of the governing body.
- e) To monitor the staff development programme and its impact.
- f) To review staffing policy documents.
- g) To ensure that the staff handbook is kept under review and is accessible by all school staff.
- h) To review the staffing structure annually.
- i) To review the individual salary range of the school annually.
- j) To consider pay recommendations in line with the School's Teacher Appraisal procedures.

Finance specific:

- a) To provide advice support and guidance to the Headteacher and governing body on all matters relating to school finances.
- b) To consider appropriate arrangements to ensure that the school meets the requirements of the Schools Financial Value Standard on an ongoing basis.
- c) To consider audit reports and make recommendations to the governing body.
- d) To recommend internal financial regulations for the financial management of the school.
- e) To monitor the use of all public funds and report to the governing body on a termly basis.

- f) To ensure value for money by making use of Consistent Financial Reporting data and other benchmarking information.
- g) To recommend virements between budget headings.
- h) To consider appropriate levels of reserves and balances.
- i) To consider budget plans presented by the Headteacher.
- j) To recommend the budget for governing body approval.
- k) To review and make recommendations in respect of all policies in school related to school finances.
- l) To contribute to the Strategic School Development Plan with particular regard to long-term resource requirements.
- m) To review the annual audit of unofficial school funds and make recommendations to the full governing body.
- n) To form a response to any consultations regarding the scheme of delegation or the funding of schools.

Overall:

To review these terms of reference annually and take to the full governing body for approval.

Terms of Reference

Health, Safety and Well-being Committee (Inc. Premises)

Membership

- a) The committee will consist of at least **4** members of the governing body. The Headteacher is a member of the committee by virtue of their post.
- b) Non-voting participants may be invited to meetings by the committee as and when required.
- c) The committee will elect a chair from its own membership
- d) The governing body may appoint non-voting associate members to the committee.
- e) The governing body may appoint **1** associate member with voting rights.
- f) The membership of the committee will be reviewed annually by the governing body.

Please see attached Appendix A for details of Committee

Quorum

The quorum will be a **minimum of three governors**, including the headteacher (if they have opted to be a governor).

Meetings

These will take place once per term and additionally as required.

The clerk to the committee will have responsibility for:

- convening meetings of the committee
- taking minutes of meetings
- ensuring that the minutes are presented at the next full governing body meeting.

Health, Safety and Well-being Committee Responsibilities

- a) To provide advice support and guidance to the Headteacher and governing body on all matters relating to health and safety and the school premises.
- b) To take responsibility on behalf of the governing body for the condition of school premises including any repairs, alterations and major work necessary.
- c) In the case of major projects, to act on behalf of the governing body in monitoring the progress of all plans and works.
- d) To ensure that health and safety arrangements in school meet statutory requirements and that all those in school or visiting the school are aware of those arrangements.
- e) To monitor the maintenance of the school site to include undertaking an annual inspection of the premises and grounds.
- f) To monitor and make recommendations in respect of the security of the premises.
- g) To consider safety inspection reports and make recommendations to the governing body.
- h) To review accident reports and make recommendations as appropriate.
- i) To review reports relating to fire drills and make recommendations as appropriate.
- j) To ensure that a risk audit is undertaken both on an annual basis and following any changes to the premises. This to inform any actions required.
- k) To consider the extended use of school premises, the health and safety requirements and matters related to the charging policy.
- l) To review and make recommendations in respect of the school health and safety policy.
- m) To review and make recommendations on the well-being of both staff and pupils.
- n) To contribute to the Strategic School Development Plan to include producing an annual statement of recommended Health & Safety priorities or areas for maintenance and development.
- o) To take account of the requirements of the Disability Discrimination Act.

- p) To review these terms of reference annually and take to the full governing body for approval.

Terms of Reference

Headteacher Performance Management Committee

Membership

- a) The committee will consist of **three members** of the governing body that are not employed at the school.
- b) The committee will elect a chair from its own membership
- c) The membership of the committee will be reviewed annually by the governing body.

Please see attached Appendix A for details of Committee

Quorum

The quorum will be a minimum of three governors.

Meetings

The chair of the committee will make arrangements for the review and objectives setting meeting and the monitoring meetings. A clerk is not appointed to this committee and details are not made available to the whole governing body.

Headteacher Performance Management Committee Responsibilities

- a) To establish the Headteacher's objectives for the academic year with the support of an external adviser appointed by the governing body.
- b) To monitor progress towards those objectives throughout the year.
- c) To arrange the review of performance for the previous academic year with the support of an external adviser appointed by the governing body.
- d) To report to the governing body when the review and objective setting meeting has taken place and advise on whether or not all objectives have been met.

- e) To make recommendations in respect of performance related salary increases for the Headteacher based on the review.
- f) To review the Headteacher performance management policy on an annual basis.
- g) To review these terms of reference annually and take to the full governing body for approval.

Terms of Reference

Pupil Welfare and Discipline Committee

Membership

- a) For suspension/exclusion hearings, the committee will consist of a minimum of three members of the governing body excluding the Headteacher (who represents the exclusion case).
- b) For other matters, the Headteacher is a member of the committee by virtue of their post.
- c) Members of the committee considering an exclusion should have no prior notice of the case.
- d) The committee will elect a chair from its own membership.

Please see attached Appendix A for details of Committee

Quorum

The quorum will be a minimum of three governors.

Meetings

Exclusion hearings will be held as required. Other meetings will take place once per term and additionally as required.

The clerk to the committee will have responsibility for:

- convening meetings of the committee.
- taking minutes of meetings.
- any correspondence required as a result of decisions made.
- ensuring that the minutes, other than in respect of exclusions, are presented at the next full governing body meeting.

Pupil Welfare and Discipline Committee Responsibilities

Discipline:

- a) Hear the case, review documentation and receive representations from parents/carers.
- b) Make a decision to either confirm the suspension/exclusion or reinstatement the pupil.
- c) Inform the Headteacher, parents/carers and the Local Authority of their decision.

Welfare:

- a) To receive Headteacher reports/ updates on pupil behaviour.
- b) To review and make recommendations in respect of the school behaviour policy.
- c) To review and make recommendations in respect of the ant-bullying policy.

Welfare and discipline:

To review these terms of reference annually and take to the full governing body for approval.

DfE Guidance on Suspensions and Exclusions:

Suspension and Permanent Exclusion from Maintained schools, academies and pupil referral units in England, including pupil movement – Updated August 2024

https://assets.publishing.service.gov.uk/media/66be0d92c32366481ca4918a/Suspensions_and_permanent_exclusions_guidance.pdf

Child Protection/Safeguarding

All governing bodies must have a Child Protection Governor. The role is often undertaken by the chair of governors.

The appointment is made by the governing body and reviewed annually along with the terms of reference.

The main point of contact for the Child Protection Governor in school is the Designated Senior Person (DSP) and their deputy.

Model Terms of Reference

Child Protection/Safeguarding Governor:

Please see attached Appendix A for details of Nominated Lead Governor

Responsibilities:

- a) To be informed about all safeguarding legislation including that relating to the role of the governing body.
- b) To report to the governing body on a regular basis and at a minimum at the three statutory full governing body meetings.
- c) To ensure that the child protection policy is reviewed annually and taken to the full governing body for approval.
- d) With the Headteacher, to monitor and review safeguarding policy and procedures in school to ensure that they continue to meet requirements, are effective and are being adhered to.
- e) To ensure that there is a Designated Senior Lead (DSL) in school.
- f) To monitor that the DSL undertakes training as required, that all staff within school receive child protection training as required and that all new staff have received induction in respect of child protection.
- g) To monitor that the single central record is being maintained.
- h) To be aware of any child protection issues arising in school.
- i) To represent the governing body on safeguarding and child protection matters.

Special Educational Needs (SEND)

It is recommended that schools have a SEND governor. The appointment is made by the governing body and reviewed annually along with the terms of reference.

It should be noted that the SEN governor role does not include involvement with the case work related to individuals or individual pupil progress. The SEND governor should concern themselves only with overall provision taking account of groups of pupils rather than identifying individuals by name.

The main contact for the SEND governor is the Special Educational Needs Co-ordinator (SENCO) in school.

Model Terms of Reference

SEN Governor:

Please see attached Appendix A for details of Nominated Lead Governor

Responsibilities:

- a) To be informed about SEND legislation including that relating to the role of the governing body.
- b) To ensure that the SEND policy in school is reviewed and updated to take account of any changes in legislation and/or procedures in school.
- c) To monitor and evaluate SEND provision in school with the support of the SENCO and/or the Headteacher.
- d) To monitor, evaluate and review as necessary school's procedures for supporting pupils with SEND.
- e) To present a report to governors once per term at a full governing body meeting to enable them to consider SEND provision and effectiveness.
- f) To champion SEND when whole school issues are being considered.
- g) To represent the governing body on SEND matters.

17

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Looked After Children

It is recommended that all governing bodies in Staffordshire appoint a governor with responsibility for looked after children.

The checklist below outlines governing body responsibilities in respect of Looked After Children and the information required to fulfil that role.

Checklist for School Governors

Has your school a nominated governor for Looked After Children?

THE GOVERNING BODY SHOULD ENSURE THAT:	INFORMATION YOU SHOULD KNOW OR YOUR SCHOOL SHOULD BE ABLE TO GIVE YOU QUICKLY
1. DESIGNATED TEACHER There is a Designated Teacher for Looked After Children and that they have sufficient time to carry out this role effectively.	<ul style="list-style-type: none"> The name of the Designated Teacher for Looked After Children (The governing bodies of all maintained schools are required under the Children's and Young Person's Act 2008 to appoint a Designated Teacher to promote the educational achievement of Looked After Children.)
The Designated Teacher has the opportunity to attend training offered by the Local Authority.	<ul style="list-style-type: none"> Current training offered by the Local Authority.
The Designated Teacher holds information relating to all the Looked after Children in school.	<ul style="list-style-type: none"> The names of the Looked After Children in your school. The names of the Local Authority responsible for their care.
The Designated Teacher holds copies of the Personal Education Plans (PEP).	<ul style="list-style-type: none"> The dates when the last Personal Education Plan for each Looked After Child was written and the date when the PEP is due to be reviewed. (It is a requirement that PEPs are reviewed at least every six months.)

18

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THE GOVERNING BODY SHOULD ENSURE THAT:	INFORMATION YOU SHOULD KNOW OR YOUR SCHOOL SHOULD BE ABLE TO GIVE YOU QUICKLY
<p>They monitor, along with the Headteacher, how well this role is working.</p>	<ul style="list-style-type: none"> • They receive an annual report from the Designated Teacher in order to monitor the effectiveness of this role. The reports should include information on: <ul style="list-style-type: none"> – workload issues arising as a result of the number of Looked After Children on roll – Levels of progress made by Looked After Children – Patterns of attendance/exclusions – Progress/planning issues arising from PEPs – Gifted/talented Looked After Children – Looked After Children on SEN register – How the teaching & learning needs of Looked After Children are met in the school development plan and are reflected in school policies – Training provided for Designated Teacher – Links with the Staffordshire virtual School and where a child is looked after to another authority, other LAs' Virtual School Headteachers.
<p>2. ATTAINMENT: The school has an overview of the educational needs, progress and attainment levels of Looked After Children, and sets appropriate challenging targets.</p>	<ul style="list-style-type: none"> • Details of the Looked After Children's progress and performance, compared with their peers. • Details of targets set for Looked After Children. • The authorised and unauthorised absence levels of Looked After pupils in school.

THE GOVERNING BODY SHOULD ENSURE THAT:	INFORMATION YOU SHOULD KNOW OR YOUR SCHOOL SHOULD BE ABLE TO GIVE YOU QUICKLY
<p>3. SUPPORT: Additional support is offered to meet the needs of Looked After Children who are at risk of underachieving, and that the curriculum is sufficiently flexible to increase accessibility for vulnerable pupils.</p>	<ul style="list-style-type: none"> • Up to date information regarding any issues impacting on children's progress. (Exclusions, attendance, behavioural, care, medical issues.) • The national guidance available to Governors relating to children (See supporting Looked After Learners - A Practical Guide for School Governors.) • Local authority support mechanisms for Looked After Children (e.g. training available for staff working with Looked After Children, contacts for Virtual School for Looked After Children team/Co-ordinator) • Number of Looked After Children in the school with: <ul style="list-style-type: none"> – <i>SEN but no statement</i> – <i>a statement of SEN</i>
<p>4. ADMISSIONS: Over-subscription criteria meet statutory requirements, i.e. that Looked After Children are at the head of the over subscription criteria.</p>	<ul style="list-style-type: none"> • How the school admissions policy for Looked After Children reflects that of the Local Authority. • In the case of hard to place Looked After Children, has the Fair access protocol been employed to ensure that they admit without delay, any child, they are asked to under the protocol. • The number of Looked After Children on the school roll.
<p>5. EXCLUSIONS: There is a thorough understanding of the extra problems caused by excluding Looked After Children and consider adopting a policy of not excluding Looked After Children except as a last resort.</p>	<ul style="list-style-type: none"> • The number of Looked After Children who have been excluded from the school in the previous 12 months. • Has the local authority inclusion officer been notified of the child's exclusion/s?

THE GOVERNING BODY SHOULD ENSURE THAT:	INFORMATION YOU SHOULD KNOW OR YOUR SCHOOL SHOULD BE ABLE TO GIVE YOU QUICKLY
6. POLICIES: School policies acknowledge the needs of Looked After Children and are regularly reviewed.	<ul style="list-style-type: none">• Do current policies specify how to support the educational achievement of looked after pupils?

Model Terms of Reference

Governor with Responsibility for Looked After Children & Previously Looked After Children, Children who are in Kinship Care or have a Social Care Involvement :

Please see attached Appendix A for details of Nominated Lead Governor

- a) To be informed about requirements related to looked after children including that relating to the role of the governing body.
- b) To report to the governing body on a regular basis and at a minimum at the three statutory full governing body meetings.
- c) To ensure that the looked after children policy is reviewed on a regular basis and taken to the full governing body for approval.
- d) With the Headteacher, to monitor and review looked after children policy, including the role of the Designated Teacher (DT), to ensure that it meets requirements and is effective.
- e) To ensure that there is a DT in school for looked after children
- f) To ensure that the DT has sufficient time to undertake their role effectively, taking account of the number of looked after children in school at any given time.
- g) To ensure that the DT receives appropriate training for their role.
- h) To ensure that the DT has details of all looked after children in school together with their Personal Education Plans (PEPs).
- i) To have a knowledge of the number of Looked after children in school at any given time together with any data required to monitor and evaluate outcomes for looked after children.
- j) To champion looked after children when whole school issues and/or policy are being considered and in particular in respect of pupil discipline, admissions and the curriculum.
- k) To represent the governing body on looked after children matters.

Governor Training and Development

This nominated/ link governor role is one which Staffordshire County Council encourages and endorses. The role is an integral part of helping individual governors and the governing body to develop and become more effective.

The appointment is made by the governing body and reviewed annually.

Model Terms of Reference

Governing Body Training and Development Link Governor:

Please see attached Appendix A for details of Nominated Lead Governor

Responsibilities:

- a) To present a report on governor training and development to the governing body once per term at a full governing body meeting
- b) To regularly undertake a skills audit of the governing body
- c) To plan training and development in accordance with the school development/ improvement plan and priorities and taking account of any skill gaps
- d) To identify and respond to other training and development needs as they arise
- e) To update governors on training and resources available
- f) To discuss and arrange whole governing body and/ or joint training events
- g) To agree a system for disseminating the knowledge gained from training and development opportunities
- h) To discuss with colleagues the value and effectiveness of training and development received and encourage governors to take advantage of training and development opportunities
- i) To maintaining a record of attendance of governors at training and development sessions
- j) To ensure that the financial resources allocated in the school budget for governor training and development are adequate and fully utilised
- k) To ensure that governor training needs forms part of the school improvement/ development plan
- l) To liaise with the chair and the Headteacher to ensure that arrangements are made for the welcome and induction of new governors.
- m) To act as the training and development contact with Staffordshire Governor Services including providing a contact email address.

Pupil Premium and Sports Premium

It is recommended that all governing bodies have a Pupil Premium and Sports Premium Governor.

The appointment is made by the governing body and reviewed annually along with the terms of reference

Model Terms of Reference

Governor with Responsibility for Pupil Premium/Sports Premium:

Please see attached Appendix A for details of Nominated Lead Governor

- a) To be informed about requirements related to learners attracting Pupil Premium including that relating to the role of the governing body.
- b) To report to the governing body on a regular basis and at a minimum at the three statutory full governing body meetings.
- c) To ensure that procedures for allocating Pupil Premium Funding are reviewed on a regular basis and taken to the full governing body for approval.
- d) To ensure that an annual report on the use of Pupil Premium Funding is communicated to Parents and Stakeholders annually and included on the school's Website.
- e) To liaise termly with the school's Home-School-Links Co-ordinator to evaluate and monitor the effectiveness of provision for vulnerable learners across the school.
- f) To have a knowledge of the number of learners attracting Pupil Premium Funding in school at any given time together with any data required to monitor and evaluate outcomes for these learners.
- g) To champion vulnerable learners who attract Pupil Premium Funding when whole school issues and/or policy are being considered and in particular in respect of pupil discipline, admissions and the curriculum.
- h) To represent the governing body on Pupil Premium matters
- i) To be informed about the requirements related to use of Sports Premium including that related to the Governing Body.
- j) To ensure that a Sports Premium Action Plan is in place and is regularly reviewed and monitored.
- k) To liaise with the Schools PE Leader to evaluate and monitor the effectiveness of provision linked to the use of Sports Premium.
- l) To ensure that an annual plan and report of the use of Sports Premium is communicated to Parents and Stakeholders annually and included on the school's website.

E-Safety/On-line Safety/Cyber Safety

It is recommended that all governing bodies have an E-Safety Governor.

The appointment is made by the governing body and reviewed annually along with the terms of reference.

The main point of contact for the E-Safety Governor in school is the ICT/E-Safety Leader.

Model Terms of Reference

E-Safety/On-line Safety/Cyber Safety Governor:

Please see attached Appendix A for details of Nominated Lead Governor

Responsibilities:

- a) To be informed about all E-safety legislation including that relating to the role of the governing body.
- b) To ensure that the school has an E-safety Policy building upon LSCB and BECTA guidance and that is reviewed annually.
- c) Review the use of technology in school and ensure that systems are adequate and appropriately implemented.
- d) Monitor and review the effectiveness of E-safety education, ensuring a clear cohesive approach to E-Safety across the school, teaching learners to evaluate digital materials appropriately.
- e) To ensure the school's internet access is designed for educational use and includes appropriate filtering and monitoring.
- f) To ensure that staff, learners and parents are aware of the acceptable use policy and that all technology usage may be subject to monitoring, including URL's and text.
- g) To ensure that there is a defined process for parents and members of the school's community to report incidents regarding E-safety and that they will be dealt with by a senior member of staff.
- h) To review, identify, assess and minimise risks regarding use of technology in school, including monitoring of E-safety logs and filtering.

- i) To ensure all staff have appropriate E-safety training and guidance.

PREVENT

It is recommended that all governing bodies have a PREVENT Governor.

The appointment is made by the governing body and reviewed annually along with the terms of reference.

The main point of contact for the PREVENT Governor in school is the Designated Safeguarding & Deputy Leader.

Model Terms of Reference

PREVENT Governor:

Please see attached Appendix A for details of Nominated Lead Governor

Responsibilities:

- a) To be informed and receive appropriate training regarding the PREVENT duty and their responsibilities within it.
- b) To ensure that the school has a PREVENT Policy building upon DfE and SSCB guidance and that is reviewed annually.
- c) To ensure that the school ethos shows no place for extremist views, whether from internal or external sources.
- d) To ensure that teaching approaches and curriculum help learners build resilience to extremism and radicalisation.
- e) To ensure that visitors, external agencies and enrichment activities are appropriately vetted to avoid exposure to extremist views.
- f) To ensure all staff, volunteers and governors understand the procedure for reporting concerns or instances relating to extremism, radicalisation and safeguarding and the PREVENT referral process.
- g) To ensure that all staff, volunteers and governors receive PREVENT training, which is monitored and reviewed.

Version No.	Date of review	Reviewer	Changes Made
01	Sept 2011	Full Governors	New document
02	Sept 2012	Full Governors	Changes to number of committee members required & updated members names
03	Sept 2013	Full Governors	Changes to committee members
04	Sept 2014	Full Governors	Changes to committee members Inclusion of role of Pupil Premium Link Governor Update F & P responsibilities to include new Teacher Appraisal Arrangements Changes to Governor categories due to reconstitution of Governing body.
05	Sept 2015	Full Governors	Reviewed Terms
06	Sept 2016	Full Governors	Included new committee membership and nominated governor log. Included new terms of reference for E-Safety, PREVENT and Strategic Planning Committee.
07	Sept 2017	Full Governors	Updated Committee membership and included Early Years Nominated Governor
08	Oct 2018	Full Governors	Updated Committee membership
09	Nov 2019	Full Governors	Reviewed and removed Strategic Committee and Committee membership log – this will be updated on the school website
10	Sept 2020	Full Governors	Reviewed and changed number of committee members. Changed T & L responsibilities to include the new RSHE Appendix A to contain agreed named governors for committees and nominated roles.
11	Oct 2021	Full Governors	Reviewed and changed number of committee members.

Version No.	Date of review	Reviewer	Changes Made
12	October 2022	Full Governors	Updated wording within some of the committee expectations due to change in guidance – Blue for New Included reference to updated Guidance on Suspension and Exclusions from DfE July 2022
13	October 2023	Full Governing Body	Updated arrangements for use of sub-committees. Updated reference to Guidance on Suspension and Exclusion September 2023 - DfE
14	October 2024	Full Governing Body	Updated arrangements for Guidance on Suspension/Exclusion
15	October 2025	Full Governing Body	Updated to include Link for Cyber Security and extended LAC Governor areas in line with Staffordshire Policy.

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**BIDDULPH SCHOOLS
PARTNERSHIP TRUST**
(a mutual co-operative membership trust)