

HENDON SCHOOL
Student Welfare Committee: Terms of Reference July 2026

1. Areas of Responsibility of the Student Welfare Committee

- To set priorities and advise the Governing Board through its Chair on the resourcing and co-ordination of such provision set out here
- To report to the GB termly
- To consider and advise on any matters within the remit of the Governing Board (GB), involving the interests of students, specifically:

a) Safeguarding, health and medical needs

- To receive annual reports on Looked After Children and Safeguarding
- To consider health and safety issues as they affect students' welfare including healthy eating
- To approve and, where applicable, recommend to the GB for approval and/or monitor strategy and policies in respect of student support and student issues in the context of the SDP and SEF including:
 - Children with health needs who cannot attend School Policy
 - Safeguarding and Child Protection Policy
 - Supporting Pupils with Medical Conditions Policy

b) Behaviour, attendance and punctuality

- To monitor and receive reports on attendance, behaviour, discipline and exclusions
- To approve and, where applicable, recommend to the GB for approval and/or monitor the following policies:
 - Acceptable Use of ICT for Pupils Policy
 - Attendance Management Policy
 - Climate for Learning Policy
 - Suspension and Exclusions Policy

c) SEND and provisions (HARP, PDS, EAL, LAC)

- To monitor the support needs of specific groups of students (eg SEND, minority ethnic, looked-after students) and to keep these provisions under review
- To approve and, where applicable, recommend to the GB for approval and/or monitor the following policies:
 - Special Education Needs and Disability (SEND) Policy
 - SEND Information Report

d) Equality and inclusion, including pupil support

- To monitor all student support provided by the School
- To draw up new Equalities Information and Objectives (Public Sector Equality Duty) Statement every four years for publication and to review the equalities information and objectives annually.
- To approve and, where applicable, recommend to the GB for approval and/or monitor the following policies:
 - Accessibility Plan
 - Community Cohesion Policy
 - Protection of Children's Biometric Information

e) Pupil premium spending

- To monitor and evaluate Pupil Premium and receive termly reports

2. Membership

- The Governing Board shall determine and review annually at the autumn term meeting of the school year, the establishment, terms of reference and membership of the Committee.
- The Committee shall consist of a minimum of three trustees appointed by the board.
- The work of the Committee will be supported by the Governance Professional who will give notice of meetings, act as Minute Secretary and advise about procedures.
- As and when desirable the Chair may request any other person to attend Committee meetings.
- A quorum shall comprise two trustees who are members of the committee.

3. Chairing

In the first meeting of each academic year, the Committee shall elect a chair for that academic year, and may also choose to elect a vice-chair. During the first meeting of the academic year, but prior to the election of a chair, the previous year's chair shall chair. If the previous year's chair is not present, the chair or vice-chair of the Board of Trustees (or another member of the Committee appointed on advance by the chair of the Board of Trustees) shall act as chair until the committee elects a chair.

If the chair of the committee is absent from any meeting, the members of the committee shall select a temporary chair from one of the members present.

4. Attendance

Members of the Committee, the Headteacher and the Governance Professional have a right to attend Committee meetings. Any other member of the governing board may also attend and the Committee may allow other persons to attend.

The Deputy Headteacher, Pastoral Lead, will attend as school representative.

5. Meetings

The Committee shall meet at least once per term; any additional meetings will be called as and when necessary. At least seven days' notice must be given when calling a meeting. The Chair of the governing board is entitled to attend any Committee meeting as an additional member where not already a member and is entitled to vote on any matter. The Committee shall not meet without the Headteacher or a nominated representative being present.

7. Votes

For a vote of the members of the committee to be valid, a minimum of two Trustees who are entitled to vote on a particular matter (i.e., because they are not disqualified due to a conflict of interest) must cast votes.

The Chair and Vice-Chair of the Board of Trustees, as ex officio members of the Committee, have voting rights. The Headteacher(s), despite also being ex officio members of the Committee, do not have voting rights, nor will any Trustees who are not members or other individuals invited to attend a meeting."

Conduct of Meetings

To be in accordance with the Articles of Association.

Approved at GB Meeting 30 July 2026

Annex A – List of policies Student Welfare Committee is responsible for

- Acceptable Use of ICT for Pupils Policy
- Accessibility Plan and Access Arrangements Policy
- Anti-Bullying Policy
- Attendance Management Policy
- Children with health needs who cannot attend School Policy
- Climate for Learning Policy
- Community Cohesion Policy
- Protection of Children's Biometric Information
- Safeguarding and Child Protection Policy
- Special Education Needs and Disability (SEND) Policy
- SEND Information Report
- Supporting Pupils with Medical Conditions Policy
- Suspension and Permanent Exclusions Policy