

**Terms of Reference  
'Well-being and Pastoral Committee'**

<b>Responsibility of</b>	<b>Pastoral and Well-being committee</b>
<b>Reviewed</b>	<b>Annually</b>

**MEMBERSHIP**

- The Committee shall be comprised of at least FIVE Governors
- The Chair of Full Governing Body and the Head Teacher have the right to attend *ex-officio*
- The committee may co-opt non-voting members to provide specialist knowledge subject to approval of the Full Governing Body
- Committee members will normally be appointed at the beginning of each academic year and shall serve for a minimum of one year

**QUORUM**

A quorum shall be THREE members

**VOTING RIGHTS**

Should a matter necessitate a vote the voting committee members must be Governors with the chair having a casting vote in the event of a tie.

**MEETINGS**

The committee shall meet at least once (typically twice) per term on the school premises, (or virtually if necessary)

**TERMS OF REFERENCE**

The Pastoral and Wellbeing Committee informs the Full Governing Body and committees on matters influencing pastoral care and well-being of students and staff; its ethos reflects the desire of Applemore College to develop and support young people on their journey to becoming reflective, resilient, and confident adults.

The following are useful sources of information

Documents relating directly and indirectly to student wellbeing such as:

- Safeguarding
- Mental Health
- Disadvantaged and SEND
- PSHE curriculum
- Attendance
- Behaviour and exclusions

Information relating to Pastoral Staff Performance

- Staffing structure and workload
- Continuing professional development

**THE PASTORAL AND WELL-BEING COMMITTEE WILL ADDITIONALLY:**

- Review pastoral related aspects of the College Improvement Plan (CIP)
- Establish and monitor Link Governor arrangements relevant to committee

Standing Agenda (target duration 1.5hrs)		(timings are guidance only)
1.	Welcome and Apologies	5mins
2.	Notifications of business not on agenda	
3.	Minutes of previous meeting and matters arising	5mins
4.	Progress/performance review: For example <ul style="list-style-type: none"> <li>● HOY presentations</li> <li>● HOD presentations</li> <li>● Link meetings with members of staff with direct relevance to committee</li> <li>● Support Team feedback</li> <li>● Attendance</li> </ul>	15mins
5.	Open Forum INVITED GUEST FROM STAFF TO RESPOND TO PRE-SET QUESTIONS RELATING TO PASTORAL/WELLBEING: Example: action plan/impact made/what works well? What doesn't?	45mins
6.	Send and link Governors	
7.	Next steps: this covers actions to be taken and by whom Who will be our next guest and how do they feed in to the care/support and well-being of the students/staff	10mins
8.	Items not on the standing agenda	
9.	AOB and date of next meeting	