



## **ARDEN MULTI-ACADEMY TRUST**

### **BSII Committee** **Terms of Reference**

#### **1 Constitution**

- 1.1 The board of trustees (the **Trustees**) of **Arden Multi – Academy Trust (AMAT)** the **Trust Board**) hereby resolves to establish a subcommittee of the Academy Local Governing Body (LGB) to be known as the Behaviour Safety Intervention and Inclusion (BSII) Sub Committee (the **Sub Committee**).

#### **2 Membership**

- 2.1 The Sub Committee shall have a minimum of three local governors and maximum of seven, known as the Sub Committee members.
- 2.3 Subject to paragraph 2.4, the LGB shall at the first meeting of each academic year elect a member to act as chair of the Sub Committee (the **Chair**). The Sub Committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.
- 2.4 The Trust shall ensure that a clerk is available to take minutes at meetings of the Sub Committee.
- 2.5 The Sub Committee may invite attendance at meetings from persons who are not Trustees or Sub Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote. The committee shall have in attendance the Deputy Headteacher to coordinate with and assist the committee.

#### **3 Remit and responsibilities of the Sub Committee**

- 3.1 The Sub Committee shall be responsible for the matters set out in the Schedule.

#### **4 Proceedings of Sub Committee meetings**

- 4.1 The Sub Committee will meet as often as is necessary to fulfil its responsibilities but at least three times a year.
- 4.2 Any two Sub Committee members can request that the Chair convene a meeting by giving no less than 14 days prior notice.

- 4.3 The quorum for the transaction of the business of the Sub Committee shall be a majority of the Sub Committee members (subject to a minimum of three members).
- 4.4 Every matter to be decided at a meeting of the Sub Committee must be determined by a majority of the votes of the members present and voting on the matter.
- 4.5 Each member present in person shall be entitled to one vote.
- 4.6 Where there is an equal division of votes the Chair shall have a casting vote.
- 4.7 A register of attendance shall be kept for each Sub Committee meeting and published annually.

## **5 Authority**

- 5.1 The Sub Committee is authorised by the Trust Board to:
  - 5.1.1 carry on any activity authorised by these terms of reference; and
  - 5.1.2 seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.

## **6 Reporting Procedures**

- 6.1 Within 14 days of each meeting the Sub Committee will:
  - 6.1.1 produce and agree minutes of its meetings;
  - 6.1.2 provide a summary document identifying (i) decisions made, (ii) recommendations to the LGB, (iii) any items for the information of the LGB and (iv) items for further discussion by the LGB.

(together called the “Sub **Committee Reports**”).

- 6.2 The Sub Committee Reports can be agreed by Sub Committee members by email.
- 6.3 The Sub Committee Reports will be sent to the LGB within 21 days following each Sub Committee meeting.
- 6.4 The Sub Committee shall arrange for the production and delivery of such other reports or updates as requested by the LGB from time to time.
- 6.5 The Sub Committee shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the LGB.

**[date of approval]**

## Schedule

### Responsibilities of the BSII Sub Committee

#### Targets

- 1 Recommending to the LGB for the evaluation and analysis of targets relating to Behaviour Safety Intervention and Inclusion at the Academy (in consultation with the Associate Headteacher), including, but without limitation, determination of the Academy's development plan.

#### Review

- 2 Considering and evaluating performance of the Academy against KPIs set by the Trust Board (in consultation with the relevant Local Governing Body) in relation to BSII matters.
- 3 Holding the Academy's leadership to account for quality of care and quality of provision and safeguarding.
- 4 Monitoring the overall effectiveness and efficiency of leadership and management at the Academy.
- 5 Considering and evaluating the effective use of the Pupil Premium funding by the Academy.
- 6 Receiving reports on BSII issues and making recommendations to the LGB.
- 7 Commenting and advising on the self-evaluation process and the areas for improvement with particular regard to outcomes and success criteria.
- 8 Considering the aims and priorities for raising standards of BSII in the Academy's strategic plan.

#### BSII Issues & Other Matters

- 9 Considering and determining all BSII issues, including advising the Associate Headteacher on the Academy's written statements of policy.
- 10 Ensuring that the legal requirements for children with special needs are met and that they are given support for learning.
- 11 Ensuring that the Academy fulfils its legal requirement to publish information about the Academy's performance in BSII.

## **Policies & Training**

- 12 Receiving and considering revisions to policies which relate directly to the work of this Committee including but not limited to safeguarding, attendance, punctuality, behaviour, healthy schools, rewards and sanctions, home-school agreements, uniform, homework, educational visits, equal opportunities, sex education and drug awareness education and online safety.
- 13 Working on behalf of the Trust Board to ensure each Academy complies with its commitment to training for all personnel.

## **Stakeholder Engagement**

- 14 Promoting partnership working between parents / carers and the Academy to promote high standards of attendance, behaviour and learning by students.
- 15 Undertaking consultation with students, parents / carers and other stakeholders as part of a programme of regular self-evaluation by the Academy to assess its performance against its stated aims and objectives.
- 16 Ensuring that such feedback is used to support the development of best practice and to promote the quality of the overall student experience.

## **General**

- 17 Reviewing or investigating any other matters referred to the Committee by the Trust Board.
- 18 Drawing any significant recommendations and matters of concern to the attention of the Trust Board.

## **Specific Matters**

The Subcommittee will

- ☐ Review annually the Child Protection Policy
- ☐ Review annually the Safeguarding Policy
- ☐ Review the Pupil Premium spending profile
- ☐ Provision of sex education – to establish and keep up to date a written policy
- ☐ Review the discipline policy

- ▣ Review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (can be delegated to chair/vice-chair in cases of urgency)
- ▣ Formulate/approve the information required to be published on the school website
- ▣ Approve the information required to be published on the school website and ensure it is updated on a regular basis – at least annually
- ▣ Approve new policies or amendments to policies relating to BSII issues
- ▣ Adopt and review the Home School Agreement
- ▣ Ensure a central record of recruitment and vetting checks is maintained
- ▣ Monitor the effective use of the Pupil Premium
- ▣ Carry out an annual review of safeguarding children and child protection policy and procedures and report to the LA
- ▣ Ensure a designated teacher for looked after children has been appointed and reports to the governing body at least once per year
- ▣ Implement and monitor the admissions policy
- ▣ Implement and monitor the behaviour policy
- ▣ Annually review the behaviour policy and the use of exclusion in comparison with local and national data
- ▣ Appoint a clerk to the discipline committee (who is not a Governor or the Associate Headteacher)
- ▣ Monitor and review pupils' attendance
- ▣ Ensure compliance with the exclusions related provisions of the Education & Inspections Act 2006
- ▣ Annual OFSTED training will be offered to all committee members by the Executive Headteacher

The Sub Committee will communicate with the Teaching & Learning Committee to ensure all aspects of the Ofsted framework are covered in order to challenge and support school leaders throughout the academic year.