**Inclusion Committee Remit 2022-2023**

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| **General Terms**  |

* To act on matters delegated by the full governing board.
* To liaise and consult with other committees where necessary.
* To contribute to the School Improvement/ Development Plan.
* To consider safeguarding and equalities implications when undertaking all committee functions.
* The Chair of the Committee will inform members of any relevant training available. [[1]](#footnote-1)
* To develop and review policies identified within the school’s policy review programme and in accordance with its delegated powers.

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| **Quorum**  |

* Quorum for the meeting is a minimum of three governors. All governors are members of the committee but some will have a particular focus on the committee’s work.
* It is best practice for the committee chair not to be Chair of Governors or a member of staff.
* In the absence of the chair, the committee shall choose an acting chair for that meeting from among the committee members present (the acting chair cannot be a member of staff and preferably not the Chair of Governors).

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| **Meetings**  |

* The committee is free to determine how often the committee meets.
* Meetings are to be conducted in an open manner, enabling all members to participate and contribute to discussions.
* The approved committee meeting minutes shall be made available to the FGB and upon request. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection, but may be required to be shared if a Freedom of Information or Subject Access Request is submitted.
* In the absence of the clerk, the committee shall choose a clerk for that meeting from among the committee members present (someone who is not the Headteacher) and this be noted in the minutes.
* The draft minutes of each committee meeting will be circulated with the agenda for the next FGB meeting and will be noted there. Key issue will be raised with the Board.

Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

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| **Committee Overview**  |

* To ensure that the school promotes an ethos of high expectations for levels of inclusion, achievement and behaviour for all learners and that this is communicated to pupils, parents and staff
* To ensure that all staff have the appropriate skills and training to deliver a high quality learning environments which consider an meet the needs of all pupils
* Monitor achievement and standards by different groups, e.g. by gender/sex, ethnicity, postcode, and for those taking free school meals, children in care, young carers and children with special educational needs
* Monitor welfare and wellbeing
* Monitor attendance
* Discuss, and recommend for approval, key targets
* Monitor progress against targets
* Be familiar with the school’s data on ASP/Fischer Family Trust
* Monitor trends in the quality of teaching and learning
* Help to determine the format of reporting information about outcomes to the governors

Adopted by the governing board of St. Thomas’ CE Primary School (HC) October 2022 (to be reviewed annually)

1. Committee members to attend training sessions to enable them to carry out their duties effectively. New governors to receive an induction from the Chair of Committee and to attend new governor training to ensure an understanding of their statutory responsibilities. [↑](#footnote-ref-1)