

**London Borough of Lambeth
Jubilee Primary School and Children's Centre**

**Terms of Reference
Communications and Community Committee**

These terms of reference aim to:

- **Support** the governing body in fulfilling statutory duties
- **Support** the strategic role of the governing body
- **Provide** a framework for effective self-evaluation, monitoring and evaluation, support and challenge by linking the work of the committee to areas of the current SEF and key priorities in the SDP.

The terms of reference will be reviewed annually by the Communications and Community Committee and referred to the governing body.

1. Membership

No fewer than 5 governors including the Headteacher or Deputy Headteacher.

The committee may make recommendations to the governing body for co-option of non-governor members.

2. Quorum

3 governors including the Headteacher/Deputy Headteacher (2 to be non-staff).

3. Meetings

The committee will meet at least once a term prior to the main governing body meeting, and otherwise as required.

The committee will receive reports from the School and Children's Centre in sufficient detail to enable it to undertake its strategic responsibilities for planning, monitoring and evaluation. In order to keep bureaucracy to a minimum, whenever possible reports will be used in common across the school.

4. Responsibilities

The Communications and Community Committee will maintain a strategic oversight of progress towards ensuring:

- The deepest and most meaningful possible contribution by students to the life of the school and wider community;

- The most effective engagement with parents and carers by the school.

This will involve regular monitoring and evaluation work with named post holders and making recommendations to the governing body to address any issues in these areas. It will encompass, but not be restricted to, a close focus on helping the school to achieve an 'Outstanding' grade rating for those sections of the Ofsted Inspection Framework dealing with school context, pupil contribution to the school and community, parent and carer engagement and community cohesion.

5 The Committee will:

1. Review the provision of reports to parents on pupil progress, ensure that statutory requirements are met and monitor the outcomes.
2. Review how the school seeks the views of parents and carers and evaluate the ways in which the School and Children's Centre actively responds to those views.
3. Review a strategy on student engagement and the development of student voice, and monitor the outcomes.
4. Develop, review and maintain good communication between the School and Children's Centre and its current pupils and parents, staff, governors, the parents association, prospective pupils and parents and all external partners.
5. Monitor the engagement of different community groups and develop a strategy for promoting the involvement of all groups in the life of the school.
6. Monitor and oversee the School and Children's Centre's place in the community, to secure and build on constructive links with the wider community including local schools and nurseries, voluntary groups, elected representatives (local and national), businesses and other relevant agencies.
7. Review the marketing and promotion of the school including the website, open days and other public events and monitor the outcomes.
8. Monitor how the School and Children's Centre promote British values and counter radicalism and evaluate the impact of provision.
9. Ensure that a child safeguarding policy, including e-safety, that meets all child protection requirements is in place; to publish the policy, and to monitor and evaluate the effectiveness of safeguarding procedures.
10. Keep under review the policies on behaviour and attendance and to monitor and evaluate their implementation and impact.

11. Keep the school complaints procedure under review and monitor its impact.
12. Keep under review the extended school offer, including after school clubs, breakfast club, school journeys, trips and Children's Centre trips and monitor its impact.
13. Review the school physical environment and strategic development of the site to promote learning and enhance the experience of all pupils at the school and monitor its impact.
14. To review and monitor the scope and impact of fundraising efforts on behalf of the Charitable Trust.
15. To review and monitor the scope and impact of fundraising through the Parent Group, school sponsorship and other similar events.

Review and approved on 17 November 2017