Terms of Reference for the Vulnerable Pupils portfolio (including SEND and Pupil Premium)

**School Year: 2023-24**

**Lead governor / portfolio holder: Ruth Walters**

**Duties which are delegated to this governor/trustee / this committee:**

*Governing boards may use their powers to delegate functions and decisions to committees or individual governor/trustees. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)*

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| To ensure that the requirements of children with Special Education Needs and Disabilities are being met by developing a SEND Policy, including provision for More Able children to recommend to the full governing board. Highlight any resourcing/finance/staffing issues to the Resources committee | R |
| Monitor the implementation and effectiveness of the agreed SEND policy and report to full governing board. Ensure relevant information relating to SEN is published on the school website. | D |
| To ensure the needs of *all* pupils are met by ensuring the relevant policies, practices and procedures are in place and being implemented effectively for all vulnerable groups. (Including: children in care; children with medical needs in school; children with English as a second language; children who attract additional funding – such as Pupil Premium, Sports Grant, Free School Meals - ; ethnic minority and traveller children; forces children etc.) | D |
| Ensure that governors involved with SEND monitoring have current valid training to support their role. | D |
| To ensure that the school meets the statutory requirements relating to equality legislation including providing information (or an agreed policy) on the school website to comply with the Public Sector Equality Duty. | D |
| To ensure the governing board meets their statutory duty to be involved in the formulation of the ‘Local Offer’ with the Local Authority. (The LA has a legal duty to involve parents, children & young people in the development of the local offer, i.e. what can be expected for all children & young people with SEND) | D |
| To monitor and evaluate the impact of Year 7 Catch-up Premium, Pupil Premium and Sports Grant funding and report to full governing board. Ensure information is published on the school website to show how the money has been spent. | D |
| Ensure an attendance register is taken daily at school. Monitor pupil attendance and set targets as necessary. Review and evaluate progress towards these targets. Monitor exclusion procedures and exclusion data, including pupils on a part time curriculum. Have due regard for children potentially missing from education. Review the Attendance Policy. | D |
| To review and agree, with the headteacher, the Behaviour Policy and Behaviour Principles. Ensure the Policy and relevant information is published on the school website and there is continuity of application throughout the school. | D |
| To review and agree the Child Protection Policy (including Cyber Bullying and e-safety strategies) on an annual basis. Monitor and evaluate implementation of the policy and report any concerns/ areas for improvement to the full governing board. | D |

**Policies and Documents delegated to this governor/trustee / this committee:** (*insert/delete policies and documents as applicable)*

The following “FGB” policies are delegated to the Governor responsible for the Vulnerable Pupils portfolio.

* SEND Policy (Statutory)
* Supporting Pupils at School with Medical Conditions Policy (Statutory)

The portfolio holder may also have lead governor responsibility for other policies and these are set out in the annual Policy Review Schedule maintained by the Clerk.

**In addition, this portfolio includes responsibility for the following non-policy areas/documents:**

* Information relating to SEN provision published on school website (Statutory)
* Pupil Premium, information on spending published on school website (Statutory)
* P E Grant, information on spending published on school website (Statutory)
* Year 7 Catch-up premium, information on spending published on school website (Statutory)

**Date agreed (at meeting of Full Governing Body): Wednesday 13 September 2023**

**Date for next review: September 2024**

**Levels of Delegation - Decision or Recommendation**

D = **decision** to be taken by the committee and reported to the full governing board in the minutes.

R = the committee to make a **recommendation** to the full governing board, who will make the decision.

*Note from The Governance Consultancy Team: The level of delegated decision making given to a committee needs to be agreed by the full governing board. Full delegation (within legal requirements) is suggested within these terms of reference, but you may wish to set different levels with the committee making more recommendations and fewer decisions. Whatever you decide, make sure there is no duplication between the work of the committee and the full governing board. All delegated decisions must be reported to the full governing board through the minutes from the committee.*