Terms of Reference for the Community & Parent Links portfolio

**School Year: 2023-24**

**Lead governor / portfolio holder: Kirsty Prentice**

**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 assist the headteacher in promoting good relationships and communication with parents and the wider community.  | D |
| Ensure that the needs of stakeholders are monitored and responded to effectively with regards to duties under the Extended Services legislation. Keep services under review and make recommendations to develop and adapt services to react to changes in need. | R |
| To assist with and oversee the development of the school website, including ensuring statutory policies and information appears on the website in a timely manner. | D |
| To ensure a Complaints Procedure is in place and monitored. Review complaints and look for any common themes. Investigate any changes in practice required and recommend to the full governing board.  | R |
| If the school has a home-school agreement is in place review the agreement and seek input from stakeholders (pupils; parents and carers; staff) to inform changes in the document. | D |
| To ensure the statutory duties relating to pupil record keeping, disclosure of information and pupil reports are fulfilled. Including reviewing and updating the Data Protection Policy and the Freedom of Information Publication Scheme, in line with statutory duties. | D |
| To encourage wider networking with other schools in the locality, nationally and internationally to inform and enhance opportunities for children and young people, facilitate staff development and sharing of good practice, moderation of pupils work, transition processes and benchmarking. | R |

**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.

* Privacy Policy (GDPR)
* Freedom of Information Publication Scheme

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 oversight of the following non-policy areas/documents:**

* Statement of the school’s Ethos and Values published on school website (Statutory)
* Home School Agreement (Statutory)

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

**Date for next review: September 2024**