

TERMS OF REFERENCE

STUDENT MATTERS, EQUALITY AND COMMUNITY (SMEC)

1. SMEC will consist of up to seven governors and the Headteacher and/or member of the LG (Ex Officio) with a quorum of three governors. There will be termly meetings of the Student Committee as part of the overall governors' meeting schedule. The Chair and Vice Chair will be elected from the Committee at the first meeting.
2. SMEC will act as both the statutory Student Discipline and Admissions Committee. In addition it will have the broader role of scrutinising the full range of student welfare issues with a particular emphasis on the every child matters agenda.
3. Acting as the Discipline Committee it will review annually the Discipline Policy and receive data and statistics relating to exclusions, attendance and behaviour management at the school. It will produce reports and recommendations for the full governing body as appropriate.

In an informal capacity governors may also be asked by the Headteacher to attend specially convened meetings with students (and their parents) causing serious behavioural concerns. There will also be a formal discipline hearing requiring three of the committee to consider the school's decision to exclude a student permanently. A formal hearing for a fixed term exclusion will also be required where discretionary limits are exceeded and in some cases where the parents request it. These formal hearings will be arranged, clerked and chaired according to DfE and LA codes of practice.

4. Acting as the Admissions Committee it will review annually the Admissions Policy and Criteria and produce reports and recommendations as appropriate for the governing body about future admission numbers and any other admission issues. It may also consider individual applications for places at the school and apply the admissions criteria where necessary.
5. SMEC will nominate a named Governor to oversee the implementation of the equalities policy and equalities objectives, monitor equality outcomes, and regularly report back to the rest of the Governing Body.
6. The Committee will monitor and report on all five strands of the every child matters agenda.

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- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

This will include the following areas:

- PSE
- Careers Education and Guidance
- Enterprise Education and work-related learning
- Special Needs provision

Student Council and the "student voice" in general

- Inclusion strategies
- Rewards systems and the celebrating of student success

7. In its broader role of monitoring student welfare the committee will consider all policies and summary outcomes relating to Child Protection, Young Carers and those living with Relatives, Equal Opportunities (Protected Characteristics), Anti-bullying and "looked-after" students producing appropriate reports and recommendations for the governing body where necessary.
8. The committee will consider and approve Student Matters, Equality and Community policies. The committee will report this work to the Full Governing Body via the minutes. Where there is a statutory requirement for a policy to be formally approved by the Full Governing Body, the committee will consider and recommend the policy to the Full Governing Body for approval.

Recommended for approval by SMEC: 13 May 2021

Approved by the Full Governing Body: 1 July 2021