

Springhallow School



Terms of Reference Partnerships Committee

Committee with oversight for this policy – Partnership Committee	
Policy last reviewed by the Partnership Committee	10/7/2025
Policy last ratified and adopted by the Full Governing Body	18/9/2025
Policy / Document due for review	Autumn 2026

**SPRINGHALLOW SCHOOL
PUPILS AND PARTNERSHIPS COMMITTEE
TERMS OF REFERENCE**

Membership

The committee shall consist of a minimum of three members including the Headteacher nominated by agreement at the governing Body meeting held in the Autumn Term. The Assistant Head Teacher for Outreach and Inclusion can attend on behalf of the Headteacher and act in their capacity.

The Chair/Vice Chair of the governing body may attend meetings and have equal voting rights with committee members.

Membership of the governing body not directly in membership with the committee may attend and take full part in the meeting/s.

Quorum to elect Chair of the committee shall be three members of the committee. Quorum to conduct normal business shall be three members of the committee.

The schools Family Support Workers are invited to each meeting to support the committee in their understanding of their roles and the impact they are having.

Members of the school's Senior Leadership Team are invited to attend all meetings and be involved in discussions where relevant.

Meetings

The Committee will meet once per term and will follow the committee's work programme (as agreed on an annual basis).

The agenda and any supporting papers to be agreed by the Headteacher and Committee chair and sent to members 5 days before the scheduled meeting.

Minutes of the meeting to be prepared by the nominated clerk and agreed with the committee chair prior to circulation to all committee members. A copy of the signed minutes will be made available upon request.

The minutes will also be tabled as an agenda item at the next meeting of the Full Governing Body for noting.

Roles and responsibilities

Elect chair at Business Full Governing Body meeting in September

Elect a Vice Chair of the committee at the first autumn meeting.

Discuss matters relating to partnerships which support the curriculum offer of the pupils and contribute to the effective delivery of provision identified within Education Health Care Plans including:

- Relevant aspects of School Self Evaluation Summary
- Relevant aspects of School Development Plan

Partnerships

- Inclusion, links with other school
- Outreach
- Parent Forum and links with parent groups
- Community Cohesion, Local community and business links
- Multi-Professional & other Partnerships,
- Fund-raising and events

- Contribution to wider community
 - Extended Schools
 - Student Council
 - Ealing Learning Partnership
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- To oversee the policies allocated to the committee and ensure that they are reviewed in accordance with the overall policy review schedule (as set out in the policy planner).

Reporting to the governing body

Minutes of the committee meeting will be made available to the full governing body meeting.

All matters that are legal requirements must be taken to the full governing body.