



**St Joseph's Catholic Primary School, Maida Vale
Local Governing Body**

**SUB-COMMITTEE AND LINK GOVERNOR ROLES
TERMS OF REFERENCE 2024 -2025**

SCHOOL ADMISSIONS SUB-COMMITTEE

Status

The Sub-Committee has been established by the Local Governing Body in accordance with paragraph 6.8.23-06.8.25 of the Scheme of Delegation and Section J of the Delegation Matrix to carry out the governance functions delegated to it, which are set out in these terms of reference.

In accordance with paragraph 6.8.25 of the Scheme of Delegation, the constitution, membership and proceedings of the Sub-Committee shall be determined by the Local Governing Body and reviewed at the first meeting of the academic year.

Composition

Paragraph 6.8.25 provides that the membership of any sub-committee may include persons who are not local governors as long as the majority of members are local governors.

At least 3 local governors

The Headteacher will attend all meetings of the Sub-Committee unless otherwise agreed.

The Sub-Committee may ask any other senior leader to attend meetings either regularly or by invitation, in order to provide information.

Sub-Committee meetings will not be open to the public.

Membership

Members of the sub-committee will be appointed annually at the first meeting of the Local Governing Body.

Current members	
Name	Capacity
<i>Gillian Balcombe</i>	<i>Local Authority Governor</i>
<i>Trish Morrin-Deasy</i>	<i>Staff Governor</i>
<i>Dr Ninette Fernandes-Viana</i>	<i>Staff Governor</i>

Quorum

Not less than three local governor members of the sub-committee.

Voting

Paragraph 6.8.25 provides that no vote on any matter shall be taken at a meeting of a sub-committee unless the majority of sub-committee members present are local governors.

Any decisions taken will be determined by a majority of votes of sub-committee members present and voting – but no vote can be taken unless a majority of those present are local governors.

Chair

The Sub-Committee chair will be elected at the first sub-committee meeting of the academic year. Any local governor member may stand as chair of a sub-committee, apart from local governors who are employed by the Academy Trust. The term of office for sub-committee chairs is one year.

The following arrangements for the election of sub-committee chairs have been agreed:

- Any local governor may stand as chair of a sub-committee, apart from local governors who are employed by the Academy Trust.

AGREED : 24/9/24
REVIEW : 09/24

- b. The clerk will conduct the election
- c. Candidates may be nominated or may self-nominate
- d. A secret ballot will be held if the election is contested. Each nominated candidate will be invited to set out his or her reasons for standing. Candidates will be limited to three minutes. All candidates must leave the room while a discussion and vote takes place. The clerk will count the votes and announce who has been elected. In the event of a tie, the ballot will be re-run. If there is still a tie, the tied candidates will draw lots.
- e. The term of office for sub-committee chairs is one year.

In the absence of the chair from a meeting, the sub-committee shall choose an acting chair for that meeting from amongst its members present.

Vice Chair

Sub-committees shall not have vice-chairs, but if the chair is unable to attend a meeting, members shall elect one of their number to serve as the chair for the meeting.

Clerking

Clerk to Local Governing Body

In the absence of the clerk the sub-committee shall choose a clerk for that meeting from amongst sub-committee members present.

Reporting

Paragraph 6.8.24 requires that where any power/function has been delegated to a sub-committee/individual, that person/sub-committee shall report any action taken or decision made at the next meeting of the local governing body.

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the Local Governing Body and will be presented at that meeting by the chair (or in his/her absence another member of the sub-committee).

Minutes shall be made available for inspection. Information relating to a named person or any other matter that the sub-committee considers confidential does not have to be made available for inspection.

Meetings

One or two a year and as required.

General Terms

1. To act on matters delegated by the Local Governing Body.
2. To liaise and consult with other sub-committees where necessary.
3. To contribute to the School Improvement Plan.
4. To consider safeguarding and equalities implications when undertaking all sub-committee functions.
5. To conduct an annual review of the sub-committee's work, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and make recommendations on changes to the Local Governing Body.

Authority

The sub-committee is authorised by the local governing body to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the sub-committee. The sub-committee may seek authorisation from the Local Governing Body to obtain outside legal or other independent professional advice and to secure the attendance of any person at any sub-committee meeting with relevant experience and expertise if it considers this necessary.

AGREED : 24/9/24
REVIEW : 09/24

Duties

The duties of the sub-committee shall be:

1. To consider applications for entry to the school and to determine the offers that shall be made in accordance with the admission arrangements determined by the Academy Trust.
2. To make recommendations to the local governing body concerning changes to admission arrangements, admission numbers and admission appeal arrangements.
3. To undertake a consultation on proposed changes to admission arrangements in accordance with the requirements of the Admissions Code.
4. To receive reports on the implementation of the admission arrangements, admission numbers and admissions under the agreed fair access protocol
5. To consider any direction from the Secretary of State to admit a named pupil.
6. To consider consultations from other admission authorities on their policies and procedures for admission.
7. To monitor the impact of the admission arrangements.
8. To represent the local governing body at admission appeals.
9. To consider appeals or complaints referred by the Education Funding Agency
10. To consider any objections to the Office of the Schools Adjudicator concerning the admission arrangements

School Admission Sub-Committee – Sources of Information

Delegation Matrix (J. Admissions)

DfE – School Admissions Code 2021

DfE – School Admissions Appeals Code

DfE – Academy Admissions

DfE – Governance Handbook (Section 10)

RCDO – Admissions Guidance

Diocesan Protocols: Admissions

The Key – How to consult on Admission Arrangements

The Key – How to review your Admission Policy

The Key – Admission appeals: How to Guide

The Key – Equality Act 2010 and Admissions

SJSCAT Policies: Equality, SEND, Safeguarding & Child Protection

School Policies

School Admission Policy

PAY SUB-COMMITTEE

Status

The Sub-Committee has been established by the Local Governing Body in accordance with paragraph 6.8.23-06.8.25 of the Scheme of Delegation and Section I of the Delegation Matrix to carry out the governance functions delegated to it, which are set out in these terms of reference.

In accordance with paragraph 6.8.25 of the Scheme of Delegation, the constitution, membership and proceedings of the sub-committee shall be determined by the Local Governing Body and reviewed at the first meeting of the academic year.

Composition

Paragraph 6.8.25 provides that the membership of any sub-committee may include persons who are not local governors as long as the majority of members are local governors.

At least 3 local governors but not staff governors.

The Sub-Committee may ask any senior member of staff to attend meetings either regularly or by invitation, in order to provide information.

Sub-committee meetings will not be open to the public.

Membership

Members of the sub-committee will be appointed annually at the first meeting of the Local Governing Body.

Current members	
Name	Capacity
<i>Mark Cramphorn</i>	<i>Foundation Local Governor</i>
<i>Dionne Thomas</i>	<i>Foundation Local Governor</i>
<i>Maria Kusionova</i>	<i>Parent Local Governor</i>
<i>Catholic Executive Officer (CEO)</i>	<i>Advisor</i>

Quorum

Not less than three local governor members of the sub-committee.

Voting

Paragraph 6.8.25 provides that no vote on any matter shall be taken at a meeting of a sub-committee unless the majority of sub-committee members present are local governors.

Any decisions taken will be determined by a majority of votes of sub-committee members present and voting – but no vote can be taken unless a majority of those present are local governors.

Chair

The sub-committee chair will be elected at the first sub-committee meeting of the academic year. Any local governor member may stand as chair of a sub-committee, apart from local governors who are employed by the Academy Trust. The term of office for sub-committee chairs is one year.

The following arrangements for the election of sub-committee chairs have been agreed:

- Any local governor may stand as chair of a sub-committee, apart from local governors who are employed by the Academy Trust.

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REVIEW : 09/24

- b. The clerk will conduct the election
- c. Candidates may be nominated or may self-nominate
- d. A secret ballot will be held if the election is contested. Each nominated candidate will be invited to set out his or her reasons for standing. Candidates will be limited to three minutes. All candidates must leave the room while a discussion and vote takes place. The clerk will count the votes and announce who has been elected. In the event of a tie, the ballot will be re-run. If there is still a tie, the tied candidates will draw lots.
- e. The term of office for sub-committee chairs is one year.

In the absence of the chair from a meeting, the sub-committee shall choose an acting chair for that meeting from amongst its members present.

Vice Chair

Sub-committees shall not have vice-chairs, but if the chair is unable to attend a meeting, members shall elect one of their number to serve as the chair for the meeting.

Clerking

Clerk to Local Governing Body

In the absence of the clerk the sub-committee shall choose a clerk for that meeting from amongst sub-committee members present.

Reporting

Paragraph 6.8.24 requires that where any power/function has been delegated to a sub-committee/individual, that person/sub-committee shall report any action taken or decision made at the next meeting of the local governing body.

The confidential draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the Local Governing Body and will be presented at that meeting by the sub-committee chair (or in their absence another member of the sub-committee).

Minutes shall be made available for inspection. Information relating to a named person or any other matter that the sub-committee considers confidential does not have to be made available for inspection.

Meetings

One or two a year.

General Terms

1. To act on matters delegated by the Local Governing Body.
2. To liaise and consult with other sub-committees where necessary.
3. To contribute to the Academy Improvement Plan.
4. To consider safeguarding and equalities implications when undertaking all sub-committee functions.
5. To conduct an annual review of the sub-committee's work, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and make recommendations on changes to the Local Governing Body.

Authority

The sub-committee is authorised by the local governing body to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the sub-committee. The sub-committee may seek authorisation from the Local Governing Body to obtain outside legal or other independent professional

AGREED : 24/9/24
REVIEW : 09/24

advice and to secure the attendance of any person at any sub-committee meeting with relevant experience and expertise if it considers this necessary.

Duties

The duties of the Sub-Committee shall be:

1. To follow any Trust framework or policy for the remuneration (including pension arrangements), benefits and incentives of the Headteacher and Deputy Headteachers.
2. To seek evidence of the remuneration, benefits and incentives paid to senior staff in comparable employment within the wider public, commercial and voluntary sectors
3. To act within agreed budget limits.
4. To approve the remuneration, benefit and incentives that should be paid to the Headteacher and Deputy Headteacher with a view to ensuring that they are encouraged to enhance their performance and are, in a fair and responsible manner, rewarded for their individual contributions to the success of the school and its progress towards fulfilling its objectives
5. To make recommendations to the local governing body as to the remuneration, benefits and incentives of newly appointed headteachers and deputy headteachers.
6. Review any proposed organisational changes to ascertain any changes to the senior leadership team whose pay determinations should fall within the remit of the Sub-Committee.
7. To consider other topics, as defined by the local governing body from time to time.

Sources of Information

Pay Sources of Information

School Teachers' Pay and Conditions Document

Academy Trust Governance Guide

Diocesan Protocols: Staffing and Recruitment

SJSCAT Policies

School Pay Policy – [Add link](#)

The Key – Determining and reviewing headteacher pay

HEARINGS SUB-COMMITTEE

(exclusions, suspension, complaints, capability, grievance)

Status

The sub-committee has been established by the Local Governing Body in accordance with paragraph 6.8.23-06.8.25 of the Scheme of Delegation and Sections I, L and P of the Delegation Matrix to carry out the governance functions delegated to it, which are set out in these terms of reference.

In accordance with paragraph 6.8.25 of the Scheme of Delegation, the constitution, membership and proceedings of the sub-committee shall be determined by the Local Governing Body and reviewed at the first meeting of the academic year.

Composition

Paragraph 6.8.25 provides that the membership of any sub-committee may include persons who are not local governors as long as the majority of members are local governors.

At least 3 local governors who have no interest that would affect their ability to act impartially. Local governors who are employed at the school may not be members of this sub-committee.

For complaints, at least 2 local governors and a third sub-committee member who is completely independent of the management and running of the school.

Sub-committee meetings will not be open to the public.

Membership

Members of the sub-committee will be appointed annually at the first meeting of the Local Governing Body.

Current member pool	
Name	Capacity
<i>Fr Alex Balzanella</i>	<i>Foundation Governor</i>
<i>Luiz Maia</i>	<i>Parent Governor</i>
<i>Paul Mills</i>	<i>Foundation Governor</i>
<i>And, only if there are insufficient members from the pool of local governors above</i>	
<u>Directors of the Saint John Southworth Catholic Academy Trust</u>	

Quorum

Not less than three members of the sub-committee.

Voting

Paragraph 6.8.25 provides that no vote on any matter shall be taken at a meeting of a sub-committee unless the majority of sub-committee members present are local governors or directors.

Any decisions taken will be determined by a majority of votes of sub-committee members present and voting – but no vote can be taken unless a majority of those present are local governors.

Chair

The Sub-Committee chair will be elected at each sub-committee meeting. Any local governor or directors member may stand as chair of a sub-committee.

The following arrangements for the election of sub-committee chairs have been agreed:

AGREED : 24/9/24

REVIEW : 09/24

- a. Any local governor or director member may stand as chair for a sub-committee meeting.
- b. The clerk will conduct the election
- c. Candidates may be nominated or may self-nominate
- d. A secret ballot will be held if the election is contested. Each nominated candidate will be invited to set out his or her reasons for standing. Candidates will be limited to three minutes. All candidates must leave the room while a discussion and vote takes place. The clerk will count the votes and announce who has been elected. In the event of a tie, the ballot will be re-run. If there is still a tie, the tied candidates will draw lots.

Vice Chair

Sub-committees shall not have vice-chairs, but if the chair is unable to attend a meeting, members shall elect one of their number to serve as the chair for the meeting.

Clerking

Clerk to Local Governing Body

Reporting

Paragraph 6.8.24 requires that where any power/function has been delegated to a sub-committee/individual, that person/sub-committee shall report any action taken or decision made at the next meeting of the local governing body.

Meetings

As required, face-to-face or by videoconference if permitted.

General Terms

1. To act on matters delegated by the Local Governing Body.
2. To contribute to the School Improvement Plan.
3. To consider safeguarding and equalities implications when undertaking all sub-committee functions.

Authority

The sub-committee is authorised by the local governing body to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the sub-committee. The sub-committee may seek authorisation from the Local Governing Body to obtain outside legal or other independent professional advice and to secure the attendance of any person at any sub-committee meeting with relevant experience and expertise if it considers this necessary.

Duties

The duties of the Sub-Committee shall be:

Pupil Suspensions and Exclusions

1. To consider the reinstatement of a suspended or excluded pupil within 15 school days of receiving notice of the exclusion if:
 - the exclusion is permanent;
 - it is a fixed period suspension which would bring the pupil's total number of school days of suspension to more than 15 in a term; or
 - it would result in a pupil missing a public examination or national curriculum test.
2. If requested to do so by the parents, to consider the reinstatement of a suspended pupil within 50 school days of receiving notice of the suspension if a pupil would be suspended from school for more than five school days, but less than 16, in a single term.
3. Where an exclusion or suspension would result in a pupil missing a public examination or national curriculum test, to consider the exclusion or suspension before the date of the examination or test.

AGREED : 24/9/24
REVIEW : 09/24

4. In the case of a suspension which does not bring the pupil's total number of days of suspension to more than five in a term, the sub-committee must consider any representations made by parents, but it cannot direct reinstatement and is not required to arrange a meeting with parents.
5. Where an independent review panel directs or recommends that the academy reconsiders its decision, the sub-committee must reconvene to do so within 10 school days of being given notice of the panel's decision.

Grievance

1. To consider representations from parties and make decisions in accordance with agreed personnel procedures.

Complaints

1. To make any determination or decision under the Saint John Southworth Catholic Academy Trust complaints procedures.

Hearings Sub-Committee – Sources of Information

Delegation Matrix (I. L. and P.)

DfE – School Suspension and Exclusion Guidance

Diocesan Protocols: Staffing and Recruitment, Complaints

The Key – Complaints Procedures Academies

The Key – Dealing with complaints: A summary

The Key – Staff disciplinary hearings

SJSCAT – Complaints Procedure

SJSCAT Policies: Equality, SEND, Safeguarding & Child Protection

Agreed SJSCAT personnel procedures

School behaviour and suspension policies

THE ROLE AND RESPONSIBILITIES OF LINK GOVERNORS HEADTEACHER PERFORMANCE REVIEW

Status

This link governor role has been established by the Local Governing Body in accordance with paragraph 6.8.23-06.8.25 of the Scheme of Delegation and Sections I of the Delegation Matrix to carry out the governance functions delegated, which are set out in these terms of reference.

The scope and powers of this link governor role shall be determined by the Local Governing Body and reviewed at the first meeting of the academic year.

Purpose

The Local Governing Body is responsible for the Headteacher's performance review and must follow the terms and conditions of the post-holder's contract and the Trust's performance management and appraisal arrangements. The local governing body chair should lead the performance management process supported by other link governors and advised by the SJSCAT CEO.

Appointment

A minimum of two local governors who have no interest that would affect their ability to act impartially will be appointed to this role at the first meeting of the local governing body for a one-year term of office. Local governors who are employed at the school may not be members of this sub-committee.

Current appointees	
Name	Capacity
<i>Mark Cramphorn</i>	<i>Foundation Governor</i>
<i>Dionne Thomas</i>	<i>Foundation Governor</i>
Advisers: CEO	

Meetings

At least two meetings each year: one in the Autumn term to review progress against the previous year's targets and set targets for the new academic year, and a second meeting to conduct an interim review of progress mid-year.

Quorum

Two local governors.

Clerking

Clerk to local governing body, as required.

Reporting

Paragraph 6.8.24 requires that where any power/function has been delegated to a sub-committee/individual, that person/sub-committee shall report any action taken or decision made at the next meeting of the local governing body.

Role and responsibilities

1. Consult the CEO on setting the Headteacher's objectives and the review of performance.
2. Inform the Headteacher of the standards against which their performance will be assessed.
3. Set targets for the Headteacher.
4. Review the performance of the Headteacher, assessing their performance of their role and responsibilities against the relevant standards and their targets.
5. Assess the Headteacher's professional development needs and the actions needed to address them.
6. Make a recommendation on the Headteacher's pay to the local governing body, where relevant.
7. Give the Headteacher a written report of their performance review which includes the assessments and recommendation above.

Sources of information

Delegation Matrix (I. Staffing, Pay, Performance Management)

DfE - Governance Handbook (Section 6.6)

School Teachers Pay and Conditions Document

SJSCAT Policies: Equality

Agreed SJSCAT personnel procedures

The Key – Headteacher's appraisal: Chair of the Appraisal Panel

The Key – Headteacher Appraisal: Step by step process

The Key – Setting objectives

NGA – Headteacher CPD

THE ROLE AND RESPONSIBILITIES OF THE LINK GOVERNOR SAFEGUARDING

Status

This link governor role has been established by the Local Governing Body in accordance with paragraph 6.8.23-06.8.25 of the Scheme of Delegation and Section D of the Delegation Matrix to carry out the governance functions delegated, which are set out in these terms of reference.

The scope and powers of this link governor role shall be determined by the Local Governing Body and reviewed at the first meeting of the academic year.

Purpose

Section 175 of the Education Act 2002, and the Education (Independent School Standards) Regulations 2014 place a duty on the boards of maintained schools and academy trusts to have arrangements in place to ensure that they:

- carry out their functions with a view to safeguarding and promoting the welfare of children
- have regard to the statutory guidance issued by the Secretary of State in considering what arrangements they need to make for the purpose of that section.

The local governing body has strategic leadership responsibility for the safeguarding arrangements in its school and must ensure that it complies with its duties under legislation.

The local governing body must have regard to the statutory guidance, Keeping Children Safe in Education and it must ensure that policies, procedures and training in the school are effective and comply with the law at all times. The local governing body has agreed to appoint a link local governor to take leadership responsibility for school safeguarding arrangements.

Appointment

One local governor will be appointed to this role at the first meeting of the local governing body for a one-year term of office.

Current appointee	
Name	Capacity
<i>Mark Cramphorn</i>	<i>Foundation Governor</i>

Reporting

Paragraph 6.8.24 of the Scheme of Delegation requires that where any power/function has been delegated to a sub-committee/individual, that person/sub-committee shall report any action taken or decision made at the next meeting of the local governing body.

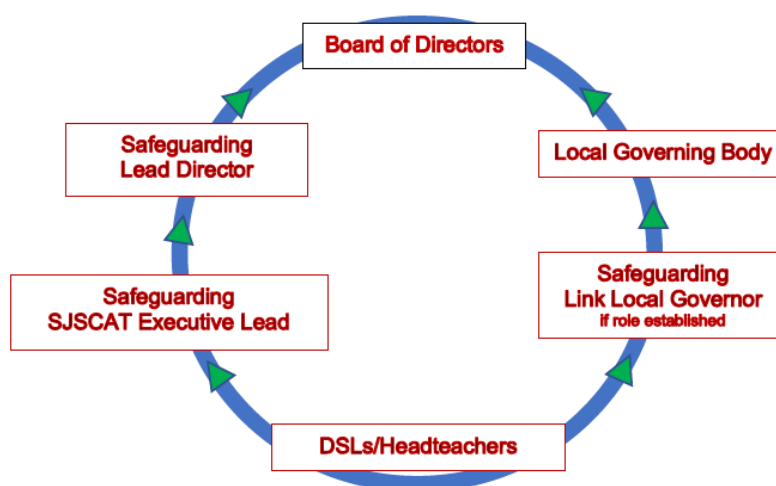
How to conduct the role

Working as a link local governor is about focussing on a particular aspect of school life. The role of the safeguarding link governor is locally strategic, not operational. It is a monitoring and reporting role which provides the local governing body with information about safeguarding arrangements, policies and practice. It is not a decision-making role and it does not become involved in day-to-day safeguarding matters.

You will:

1. Read Keeping Children Safe in Education (KCSIE) and the Governance Handbook (section 6.8) and check that other local governors have done so.
2. Undertake safeguarding training annually and make sure other local governors update their training at least annually.
3. Keep your local governing body up to date with statutory safeguarding and child protection guidance and make recommendations on changes to school policy in the light of new guidance.
4. Receive and scrutinise regular reports from the DSL/Head. This means looking for trends and questioning anything that stands out as a concern. From the report, you should expect:
 - A picture of the safeguarding context at your school, including how many incidents there have been (anonymised)
 - An overview of the safeguarding policies and procedures in place
 - To find out whether the policies, procedures and the single central record are up-to-date and reflect recent changes in legislation
 - An indication of the workload of those responsible for managing safeguarding issues, and whether they need more resources
 - A sense of whether staff and governors have had all the training they need, including safer recruitment and Prevent training
 - A sense of the school's safeguarding strengths, and any safeguarding priorities that will be on an action plan over the next year
5. If the report doesn't give you this information, ask for more information (use [this link](#) for example questions). You should meet the Headteacher/DSL at least annually to discuss safeguarding.
6. Report to the local governing body.
7. Monitor the contents of quality assurance reports on safeguarding from SJSCAT executive leaders for any concerns relating to your school.
8. Take a central role in local governing body discussions about safeguarding.

Summary of Governance Safeguarding Responsibilities across the Trust



Board of Directors

The SJSCAT board of directors has strategic leadership responsibility for the Trust's safeguarding arrangements and must comply with its duties under legislation. It must have regard to KCSIE ensuring policies, procedures and training are effective and comply with the law at all times. It will:

- Receive and scrutinise reports from the safeguarding lead directors.
- Review and change Trust policy, as necessary and act on any recommendations.
- Be mindful of safeguarding in all matters discussed

Lead Director

The lead director is the board's specialist on safeguarding and will:

- Keep the board up to date on the latest guidance
- Receive and scrutinise reports from the Executive Lead to gain a picture of safeguarding across schools in the Trust, strengths and areas for improvement.
- Report to the Board of Directors twice a year.

SJSCAT Safeguarding Executive Lead

The SJSCAT Executive Lead will:

1. Receive and scrutinise reports from DSLs/Heads. Follow up with anything that stands out as a concern.
2. Produce a composite report twice a year representing the picture and identifying trends in Trust schools and present this to the board's safeguarding lead director (see checklist below for example questions).
3. Ensure a consistent approach to safeguarding across SJSCAT schools.
4. Make recommendations, where necessary.
5. Respond to any questions from the directors.

Local Governing Body

The local governing body has local strategic leadership responsibility for the school's safeguarding arrangements and must comply with its duties under legislation. It must have regard to KCSIE ensuring the school's policies, procedures and training are effective and comply with the law at all times. It will:

1. Receive and scrutinise reports from the safeguarding link governor and/or headteacher/DSL.
2. Act on any recommendations.
3. Be mindful of safeguarding in all matters discussed.

Safeguarding Link Local Governor (if appointed) *(this is a summary of the information above)*

The local safeguarding link governor is the specialist on safeguarding for your local governing body and should conduct the duties set out in their terms of reference.

School Designated Safeguarding Lead (DSL) or Headteacher

1. Produce a half-yearly and annual safeguarding report (see The Key for format) for the executive lead, local governing body (LGB) and/or safeguarding link local governor.
2. Respond to any questions they may have.
3. Meet with the link governor and executive lead, as required.

Sources of information

Delegation Matrix (section D)

Diocesan Protocols: Safeguarding

The Key – Online Training for Link Governor Safeguarding

The Key - Questions to Ask About Safeguarding

The Key – What should the Head or DSLs Annual Safeguarding Report contain

The Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education

The Governance handbook – Section 6.8

Inspecting safeguarding in early years, education and skills settings - Guidance for Ofsted inspectors to use when inspecting safeguarding under the education inspection framework.

The DfE's guidance on mental health and behaviour in schools

The Home Office's Prevent duty guidance

The Key – Section 128 Checks

SJSCAT Equality Policy

SJSCAT Safeguarding Policy