FIRST STEPS FAMILY WELLBEING CENTRE

COMMITTEE TERMS OF REFERENCE September 2026

Constitution
• The Committee was constituted as a committee at a meeting of the full governing body of Farnborough Road Infant School (FRIS) on the 28th September 2020 • The Committee has the delegated authority of the Governors of FRIS in respect of the functions and powers as set out in these terms of reference • The Committee may sub-delegate any or all of its powers and authority to sub-committees which are to report back to the Committee

Role The role of the Committee is to review and monitor:-	
1.	<u>The operation of the Centre</u>, by: • Liaising and working with the relevant partner agencies, agreeing terms and conditions and agreeing and setting expectations • Recommending budgets for the work of the Centre annually • Implementing the policy for the appointment of staff as laid down by the Governing Body of FRIS
2.	<u>The systems used for internal controls and risk management, by</u> • Ensuring a robust assessment of any emerging and principal risks faced by the Centre is undertaken (including risks that would pose a threat to the operation of the Centre, its future performance and its reputation) and to implement agreed action plans in relation to the management and mitigation of those risks • Ensuring procedures are in place to identify any emerging risks and provide advice and direction on the management and mitigation of those risks to the Governors of FRIS
3.	<u>The processes for compliance with laws, regulations, procedures and ethical codes of practice</u>, by: • Ensuring the application of all procedures relating to personnel as agreed by the Governing Body of FRIS • Ensuring the implementation of recommendations from the Governing Body of FRIS relating to the employment and management of all staff at the Centre • Ensuring the application of the Equal Opportunities Policy of FRIS • Conducting such consultations with the staff as the policies and personnel procedures require, as set out in the relevant policies of FRIS • Ensuring that any external monitoring requirements are met and evaluated • Liaise, through the Head Teacher of FRIS, with the Local Authority and make representations as appropriate and necessary

Membership	
1.	At all times the Committee shall comprise of a chair and a minimum of ten members being made up as follows: • The Headteacher of FRIS • The Headteacher of Kings Meadow Primary School

	• The Senior Early Help Worker of the Family Well Being Centre • At least one representative from the local authority • One representative from the Governing Body of Kings Meadow Primary School • One representative from the Governing Body of FRIS • 2 parent representatives that use the Family Wellbeing Centre • 2 additional co-opted members as appointed to the Committee in its discretion with the appropriate skills and experience as identified as being beneficial to the operation of the Committee
2.	The Chair of the Governors of FRIS shall be entitled to receive notice of, and attend any meetings of the Committee
3.	The Committee shall appoint further members to the Committee in consultation with the chair. It is recognised that the total number of members may fall below six for temporary periods due to departures pending new appointments
4.	Appointments to the Committee shall be for a period of up to 4 years
5.	The members shall appoint a chair of the Committee and shall determine the period for which the chair of the Committee will hold office. In the absence of the Committee chair (and any appointed deputy) the remaining members present at a Committee meeting shall elect one of their number present to chair the meeting.
6.	The Committee shall determine the appointment of associate members which are identified as being needed to meet the needs of the Centre provided that the associate members shall not have the power to vote on matters before the Committee

Attendance at Meetings	
1.	The Committee shall meet at least once during each School term during each academic year
2.	Outside of formal meetings, the Committee chair shall maintain a dialogue with key individuals involved in the governance and operation of the Centre
3.	Only Committee members shall have the right to vote at Committee meetings.
4.	The clerk of the Committee shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly

Notice of Meetings	
1.	Meetings of the Committee shall be called by the Chair of the Committee, at the request of any of its members, or at the request of the Chair of the Governing Body of FRIS
2.	Notice of each meeting confirming the venue, time and date together with an agenda of the items to be discussed shall be forwarded to each member (including associate members and co-opted additional members) of the Committee, and any other person required to attend, no later than five working days before the date of the meeting. Supporting papers shall be sent at the same time where possible, but papers may be forwarded at shorter notice as required.
3.	The Committee may elect to send notices, agendas and supporting papers in electronic form.

Quorum	
1.	The quorum necessary for any Committee meeting shall be 50% of the membership (excluding the associate members)
2.	A duly convened Committee meeting at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee

Voting Arrangements	
1.	• Each member of the Committee (excluding the associate members) shall have one vote which may be cast of matters considered at the meeting.
2.	• If a matter that is considered by the Committee is one where a Committee member either directly or indirectly has a personal interest, that member shall not be permitted to vote at the meeting,
3.	• Where the Committee Chair has a personal interest in a matter, then an alternative Chair shall be appointed for the duration of the discussion relating to that matter, and the substitute Chair shall have a casting vote.

Minutes of Meetings
The clerk to the Committee shall minute the proceedings and resolutions of all Committee meetings, including the names of those present and in attendance and shall circulate those minutes as soon as reasonably practicable.

Reporting Responsibilities The Committee shall	
1.	Report to the Governors of FRIS on its proceedings after each meeting on all matters within its duties and responsibilities, and the minutes of all Committee meetings shall be included in the papers for the subsequent School Improvement Committee meeting of FRIS
2.	Prepare a report on its activities and how the Committee has discharged its responsibilities to the Governors of FRIS on an annual basis
3.	Make recommendations to the Governors of FRIS that it considers appropriate on any area within its remit where action or improvement is needed

General The Committee shall**:**	
1.	Be provided with the opportunity to attend appropriate training to enable the Committee to discharge its functions
2.	Give due consideration to all applicable laws and regulations
3.	Arrange for periodic reviews of its own performance and, at least annually review

	its terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Governors of FRIS for approval.