

Meeting terms of reference for the  
Governor and Trustee Committees:

**SOCIAL CARE COMMITTEE**

To be agreed 26.11.24

## 1. INTRODUCTION

This document outlines the Terms of Reference for the Social Care Committee . It is designed to ensure effective governance, help clear decision-making processes and define the roles and responsibilities of the committee members.

## 2. PURPOSE

The purpose of these Terms of Reference is to:

- \* Define the scope and objectives of the committee meetings.
- \* Establish the roles and responsibilities of committee members.
- \* Ensure compliance with charity governance best practices, and Ofsted (CH) and CQC regulations.
- \* Provide a framework for effective decision-making and oversight.

## 3. SCOPE

These Terms of Reference apply to all ordinary meetings of the Social Care Committee, which is a sub-committee of the Governing Board, and are to be adhered to by all committee members: Governors, CHF Executive Leadership Team members and their colleagues.

The scope of the committee is to provide assurance and oversight of the current and future social care offer, working with the Director of Social Care and the senior leadership team to drive the strategic development of services and to raise standards. As part of the 'Increasing opportunities and experiences' workstream, the committee will:

- \* Monitor the current service performance
- \* Oversee the strategic development of the future social care offer.
- \* Oversee the implementation of the Social Care Improvement Plan
- \* Monitor Ofsted and CQC regulatory compliance and performance.
- \* Oversee workforce development and resource planning in Social Care services.

## 4. FREQUENCY OF MEETINGS

The Social Care Committee shall meet 3 times a year. Additional meetings can be convened at the request of the Chair.

## 5. NOTICE OF MEETINGS

A schedule of regular meetings shall be agreed upon annually, and provided to committee members at the beginning of the academic year.

The agenda and relevant documents shall be distributed to all committee members at least 7 days prior to the meeting.

## 6. QUORUM

The quorum for the Social Care Committee meeting shall be 3 Governors and the Director of Social Care or their deputy.

If a quorum is not present, the meeting may be adjourned to another date or it can continue with the agreement of the Chair, but any decisions must be agreed by absent committee members.

## 7. AGENDA

The agenda shall be prepared by the Chair of the Committee, the Director of Social Care and the Chief Executive, as required.

Committee members may request items to be added to the agenda by submitting them to the chair before the agenda for the meeting is finalised. Otherwise an item can be brought and discussed under Any Other Business.

The agenda shall include, but is not limited to:

- \* Approval of minutes from the previous meeting
- \* Review of action items
- \* Social Care Dashboard and KPIs
- \* Occupancy levels, Referrals, Admissions, Placements and Transitions pipeline.
- \* **An overview of quality standards including** the status of Ofsted and CQC recommendations and/or requirements.
- \* Social Care ~~Budget~~ **resources – staffing levels, relevant budget information**
- \* Governor Visits – planning and feedback
- \* Risk review relevant to this committee
- \* Equality and safeguarding reflection
- \* Impact consideration
- \* Scrutiny of Tier 1 policies relevant to this committee
- \* Any other business

## 8. MINUTES

The Governance Manager or their deputy shall act as the clerk and record the minutes of each meeting.

Draft minutes shall be agreed by the Director of Social Care and Chair of the Social Care Committee and then uploaded on the current portal “The Trust Governor” within 14 days after the meeting.

The minutes shall be approved at the subsequent committee meeting and signed by the Chair.

## 9. ROLES AND RESPONSIBILITIES

Social Care Committee Chair:

- \* Support Director of Social Care in planning the agenda and papers required for each meeting.
- \* Provide leadership to the committee and keep the meeting to time.
- \* Ensure effective functioning of the committee facilitating decision making as required.
- \* Facilitate constructive discussions, based on high challenge and high support.

Social Care Committee Members:

- \* Attend meetings and participate actively.
- \* Review meeting materials in advance.
- \* Act in the best interests of the charity and its stakeholders.
- \* Maintain confidentiality as required.

Clerk:

- \* Ensure compliance with statutory and regulatory requirements.
- \* Prepare and circulate meeting agendas and documents.
- \* Record and distribute meeting minutes and follow up any actions.

#### 10. DECISION-MAKING

Decisions will usually be made by verbal agreement; a vote can be recorded if required. Decisions may also be made by email being circulated to all members and recorded in the minutes of the next meeting.

#### 11. REVIEW AND AMENDMENTS

These Terms of Reference shall be agreed in the first Social Care Committee meeting of the academic year, and reviewed annually thereafter. Any amendments must be approved by the Chair of the Social Care Committee and the committee members.

#### 12. EFFECTIVE DATE

Academic year 2024 - 2025

#### 13. MEMBERSHIP

**Governors:**

Jenny Clark - Chair  
Darren Chilcott  
Susan Duke  
Alison Grover  
Jenny Turner

**In Attendance:**

Director of Social Care  
  
Other expertise as required