



Terms of Reference

After School Sports Sub-Committee

PURPOSE

The After School Sports Sub-Committee coordinates and encourages student participation in after school sport, fostering a broad range of options in accordance with the National Junior Sports Policy, DfE expectations, and the International Baccalaureate Primary Years Programme (IBPYP) philosophy.

The Committee prioritises fair play participation, enjoyment, and personal growth, nurturing the development of skills including self-worth, commitment, discipline, persistence, and teamwork—all in the spirit of the IB Learner Profile attributes such as balanced, caring, principled, and open-minded.

ROLE

The Committee's responsibilities include:

- Supporting the school's provision of inclusive, developmentally appropriate sports opportunities for all students
- Ensuring practices align with the DfE Education and Children's Services Act 2019, National Junior Sports Policy, and IBPYP principles
- Fostering a positive culture where sporting excellence is defined by attitude, effort, integrity, and teamwork rather than results alone
- Facilitating student voice and agency in sport selection, leadership, and event reflection.
- Liaising with, and reporting to, the Governing Council
- Coordinating, organising, and managing communication between players, coaches, managers, parents, and carers
- Developing and regularly reviewing policies relating to after school sports to ensure compliance with all relevant legislation, child safe environments, and risk management procedures
- Approving the purchase of equipment and items required for each sport in line with DfE procurement and financial policies
- Investigating funding sources, grant programs, and training opportunities in partnership with school leadership to enhance after school sports
- Reviewing and endorsing participation fees for each sport, for Governing Council approval.
- Considering proposals for the establishment of new sport teams, with input from students, staff, and the parent community
- Promoting the values and learner profile of IBPYP throughout all sports programs

MEMBERSHIP

Membership of the Committee consists of:

- A member of the Governing Council (Chairperson)
- An After-School Sports Officer (staff member)
- A parent volunteer coach and coordinator for each individual sport
- Additional parent or staff representatives as required to ensure diversity and breadth
- All members are eligible to vote at committee meetings. All votes are equal.

Volunteer coaches, managers, supervisors, and umpires must:

- Hold a current Working with Children Check (WWCC)
- Complete DfE-mandated Responding to Risks of Harm, Abuse & Neglect (RRHAN-EC) volunteer training
- Participate in a site induction facilitated by school leadership, covering the values of IBPYP, child safety expectations, inclusivity, and procedures.

RESPONSIBILITIES

Chairperson

- Schedules and organises meetings; distributes minutes and reports to the Governing Council
- Implements school, DfE, and IBPYP-aligned policies and procedures
- Oversees after school sports competitions and communications

- Promotes the application of junior sports guidelines, codes of behaviour, and IB Learner Profile attributes
- Encourages participation, student agency, and broad access to sport
- Supports RPPS Sports Officer

Sports Officer (School Service Officer SSO2)

- Reports to the Committee and adheres to all school, Department for Education and International Baccalaureate (IB) aligned policies
- Maintains a current WWCC and completes required DfE volunteer training
- Manages team allocation, player registration, and communication processes
- Maintains and reviews comprehensive sports registers and equipment inventories in partnership with office staff; reports needs to the Committee
- Assists with the purchase and distribution of approved equipment
- Completes and manages attendance and emergency contact registers for all teams
- Supports training and onboarding of new volunteers in line with best practice
- Ensures all teams and coaches understand and apply relevant codes of conduct and IB Learner Profile expectations

After School Sport Parent Coordinators

- Liaise with the school's After School Sports Officer regarding timetables, equipment, and behaviour management
- Organise and manage after school sports teams and uniforms
- Communicate with coaches on registrations, training, and match fixtures
- Attend committee meetings each term (Week 6; online option available)
- Connect with students, families, coaches, and sporting bodies
- Ensure inclusivity and completion of relevant documentation (consent, medical)
- Maintain sports equipment and facility bookings
- Uphold student safety and fair play
- Promote teamwork and school values
- Provide termly reports for the school newsletter

MEETINGS AND ADMINISTRATION

- The Committee meets at least once per term, in Week 6, or as needed.
- Meeting agendas are set and distributed in advance using the Sub-Committee Agenda template
- Minutes include clear action items, owners, and timelines; minute-taking may be shared among members
- Reports and recommendations are provided to the Governing Council at least one week ahead of meetings
- A quorum (including the Chair) is required for decisions; members may submit proxy votes
- Non-members may be invited for specific topics but cannot vote
- Apologies for non-attendance are required in advance

SHARING INFORMATION

- Policies and fees are endorsed by the Committee for Governing Council approval
- Equipment purchases are approved by the Committee, in line with DfE procedures
- Committee reports and updates are shared with the school community in line with confidentiality and data protection guidelines
- Participation, event highlights, and student reflections are communicated in school newsletters and at assemblies, spotlighting the IB Learner Profile in action

REVIEW

- Effectiveness and function of the Committee are reviewed biennially, or at role changes. The review considers alignment with these Terms of Reference, evidence from meeting minutes, and feedback from students, parents, and staff
- Committee membership and its alignment with the Rose Park Primary School Strategic Plan and IBPYP ethos will be reviewed every two years
- Outcomes are shared with the Governing Council and included in the Annual Report

Accepted by Governing Council: 16 March, 2026

Next Review Due: March 2028