



# **Walton & Lees Hill CE Primary School**

## **Terms of Reference:**

### **Health, Safety, Buildings & Premises Committee**

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**POLICY ADOPTED BY FULL GOVERNING BODY: April 2020**

**Name:** Mary Alston

**Position:** Chair of Governors

**Next Review Date:** April 2021

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#### **Purpose Statement**

To ensure the school has strategic plans in place to deliver effective teaching and learning in a safe and healthy environment.

#### **Terms of Reference**

- To ensure the school adheres to **The Health and Safety at Work Act 1974**
- To ensure the school adheres to Child Protection and Safeguarding as set out in **The Children Act 2004** and **Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children 2013** and **Keeping Children Safe in Education (Sept 2019)**
- To agree the level of delegation to the head teacher or individual member of this sub-committee for the day-to-day management of health and safety in the school.
- To agree the level of delegation of an individual member of this sub-committee for specific aspects of management and monitoring of health and safety in the school and pupil discipline in school
- To review the school's health and safety training and record keeping systems.
- To monitor effectiveness of the
  - Acceptable Use (ICT) policy
  - Child Protection and Safeguarding policy
  - School Emergency Plan
  - Educational Visits policy
  - Energy Conservation policy
  - Health and Safety policy
  - Inclusion policy
  - Lone Working policy
  - Safety Information for Contractors Visiting Site
  - School Meals policy
  - School Uniform policy
  - Security and Entry into School policy
  - Sex and Relationship policy
  - Supporting pupils with medical conditions policy
  - Taking, displaying and Publishing Images policy
  - Terms of Reference – Health, Safety, Buildings & Premises Committee
  - Working at Height procedures

## **1. MEMBERSHIP**

- 1.1 The Health, Safety, Buildings & Premises Committee shall consist of not less than three and no more than six governors including the Headteacher.
- 1.2 The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the head teacher following consultation with the committee.
- 1.3 Other members of the governing body may attend meetings of the H, S, B & P committee and may contribute to discussions on matters under consideration.
- 1.4 Only full members of the committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the committee.

## **2. QUORUM**

- 2.1 The quorum shall be three governors.

## **3. MEETINGS**

- 3.1 The Committee shall meet on an adhoc basis as deemed necessary by the Governing Body but not less than twice per academic year.
- 3.2 Each meeting the committee shall review the dates of future meetings to ensure that a schedule exists for the academic year.

## **4. CHAIRMANSHIP**

- 4.1 The chair of the committee shall be elected annually at the first meeting of the academic year.

## **5. STANDING ORDERS**

- 5.1 The agenda for the meeting shall be distributed at least seven days before the meeting.
- 5.2 A summary of decisions taken and points for action will be noted on a copy of the agenda as a record of the proceedings of the meeting.
- 5.3 Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.
- 5.4 A report of proceedings of meetings of the H, S, B & P committee shall be circulated with the papers of the next full meeting of the Governing Body.

## **6. DECLARATION OF INTERESTS**

- 6.1 Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

This document shall be reviewed annually by the Governing Body, or sooner, if required.

## REVIEW SHEET – Terms of Reference: Health, Safety, Buildings & Premises Committee

The information in the table below provides details of the earlier versions of this document and brief details of reviews and, where appropriate, amendments which have been made to later versions.

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