

Terms of reference

Organisation

Only Trustees of the school shall be members of the Pupil Welfare Committee. Members and terms of reference will be approved by the Trustee Body. The Chair will be appointed by the Trustee Board on an annual basis. The clerk to the committee will be elected by the committee. In the absence of the chair or the clerk the committee will elect a replacement.

The committee shall consist of at least 3 members and a quorum will require 2 members. The Deputy Headmaster, the Estate Manager, the Pastoral Assistant Head and the IT Manager will attend the meetings but will not be members. The clerk to the committee will circulate an agenda for each meeting and papers 5 working days before the meeting.

The Agenda will follow a set format set out in the Appendix covering Health and Safety and the Safeguarding agenda.

Attendance at each meeting, issues discussed and recommendations for decisions will be recorded. The written record will be forwarded by the clerk, to the clerk of the Trustee Board, in sufficient time for it to be included on the agenda of the Trust Board.

Meetings will typically be held a minimum of 4 times a year preferably in September, December, February and June. Additional meetings may be held at the request of three members, the Headmaster or the Chair.

The committee may invite attendance at its meetings persons to assist or advise on a particular matter or range of issues, including parents and members of staff who are not Governors.

In the event of a need to make an urgent decision between meetings on matters falling within the remit of the committee, the Chair of Governors, in consultation with the Headmaster and Chair of the Committee, will take appropriate action on behalf of the committee. The decisions taken and reason for the urgency will be explained fully at the next meeting of the Trust Board.

Purpose

Health and Safety

1. To assist the Trust Board and Headmaster to discharge their responsibilities under the Health and Safety at Work Act 1974 and other relevant legislation, in collaboration with the LEA.
2. To ensure that the necessary school management organisation is in place to implement the policy.
3. To monitor the effectiveness of the school's health and safety arrangements and accident reporting, arrange periodic inspections of

- buildings, plant and equipment and report on these at least once a year to the Governing Body.
4. Promote co-operation amongst all staff in instigating, developing and monitoring these measures in order to ensure the Health, Safety and Welfare of all employees of the School, Pupils, Visitors and any others who may be involved in the School's activities.
 5. To review changes in Government legislation e.g. Fire Safety regulations and Accessibility provisions. Develop policies to ensure compliance in a manner appropriate to the school.
 6. To set a Security Policy
 7. To establish and review the school's disaster recovery plan
 8. To carry out a regular review of the building and school site to determine whether it is fulfilling requirements and if there are any future building requirements due to Health and Safety issues

Safeguarding

1. Ensure that Child Protection policies and procedures are reviewed annually and properly monitored and include methods of addressing radicalisation, extremism and e-safety.
2. Decide matters relating to the balanced treatment of political issues, the prohibition of political indoctrination and the promotion of British values
3. Ensure through the safeguarding governors visits in September and May that the Single Central Record is up to date
4. Ensure that safer recruitment procedures are in place and adhered to for the appointment of staff
5. Review at least annually policies relating to Accessibility, Health and Safety, Educational Visits and Critical Incidents and make recommendations to the Trust Board where appropriate
6. Monitor practice in relation to Special Educational Needs and Disabilities and the welfare of various groups of students whose backgrounds or aptitudes mean that they may have distinctive requirements
7. Review pastoral support procedures across the School and ensure that student behaviour and attendance are properly monitored, especially concerning vulnerable groups
8. Review student numbers by year group in order to identify and consider any significant accommodation issues
9. Implement policies and monitor trends to ensure it is compliant with the Equality Act 2010 and adheres to the nine protected characteristics detailed within that act, and meets the general elements of the Public Sector Equality Duty by having due regard to the need to:-
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
 - Advance equality of opportunity between people who share a protected characteristic and those who do not
 - Foster good relations between people who share a protected characteristic and those who do not
10. Agree the content and organization of the School's written policy on sex and relationship education and ensure it has been made available to parents and carers, who should be aware of their right to withdraw their children
11. Ensure that statutory information is provided to parents

Membership

A list of current members is attached at Annex A.

Appendix A

Current Membership

Glenn Webster (Chair)
Alison Borley (Vice Chair)
Birgit Whitman
Karen Reynolds
Gordon Taylor
In attendance:
Richard Salt
Phil Stanlake
Hazel Baldwin

Appendix B

Agenda

1. Safeguarding
2. Health and Safety issues around the school
3. Actions arising from fire and SHE audits
4. Risk register
5. KPI's relating to pupil welfare and H&S including accidents, bullying, safeguarding audit