

THE POCHIN SCHOOL
HEALTH & SAFETY COMMITTEE
TERMS OF REFERENCE

MEMBERSHIP

- The committee shall consist of at least 4 governors including the headteacher or their representative and shall include the designated governor for Safeguarding

QUORUM

- 3 governors

MEETINGS

- At least one meeting a year, or more frequently as may be required.

CHAIR

- There will be a Chair to be elected annually by the committee at the first committee meeting of the academic year.
- If the Chair is absent from a meeting a governor may be elected to take the Chair for the duration of that meeting
- It is the role of the Chair to ensure that committee members attend appropriate training for the effective function of this committee and keep an appropriate record of that training

MINUTES

- A governor from the committee must be nominated to take minutes of meetings who is not the Chair or the headteacher

STANDING ORDERS

- All committee meetings will have a written agenda
- Where there is tied vote for a resolution the matter will be referred back to the next full meeting of the governing body
- Chair of committee to send draft minutes to all committee members for agreement as soon as possible after each meeting
- Chair of committee to send agreed minutes to Chair of Governors, Headteacher and Clerk to governors for submission to the full governing body
- The committee will submit minutes of each meeting to the full governing body as stated
- At the end of each meeting the chair of committee is to set the date of the next meeting and include this in the minutes Terms of reference will be reviewed annually at the first meeting in the academic year of the full governing body

FUNCTIONS

- Ensure that the school complies with health and safety regulations
- Monitor the standard of health and safety around the school including an annual inspection of premises and grounds
- Monitor and evaluate safety outcomes i.e. risk assessment reports, accident statistics, near misses
- Prepare a statement of priorities for maintenance and development for the approval of the governing body
- Approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation being mindful of best value principles
- Ensure that the fire drill and evacuation is held once a term
- Review the security requirements of the school annually
- Consider all policies and procedures relating to health and safety and the environment of the school are reviewed and amended where appropriate

- Monitor the tasks in the School Development Plan that are relevant to this committee
- Consider at least two items from the relevant risk register at each committee meeting
- Coordinate governors' visits in relation to the functions of this committee
- Consider any other matters where requested to do so by the governing body
- Report annually to the governing body on the discharge of the above duties

DECLARATION OF INTERESTS

- 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

ASSOCIATED TRAINING

All training sessions listed below have relevance to the effective function of this committee. In order to prioritise, it is recommended that at least one of each of the committee members attends those courses listed in bold print

- **Governor Visits**
- **Health and Safety Awareness**
- Minute writing for governors
- **Monitoring and Evaluation**
- Ofsted - What governors need to know
- **Risk Management in Academies**
- **Safeguarding Children**

The full governing body agreed these terms of reference on.....

Signature:.....

Renewal Date:.....