

HENLEY IN ARDEN SCHOOL

WELFARE, SAFETY AND PREMISES COMMITTEE

Chair: Mr Kit Howe
Vice Chair: Mrs Wendy Stanton
Members: Mr Steve Jefferies
Attending: Nicola Thompson

TERMS OF REFERENCE

PRINCIPAL AREAS OF ACTIVITY

- Matters relating to the welfare, health and safety of pupils and staff
- Management, maintenance and development of the school premises
- Safeguarding

WELFARE

- Pastoral structure and effectiveness of pastoral managers.
- Close liaison with school staff responsible for pastoral and related issues
- Monitor Attendance levels for pupils and staff, Exclusions and instances of Bullying

HEALTH and SAFETY

- Ensure compliance with all appropriate Health and Safety Regulations
- Regular inspections of buildings and the actions of their occupants for H&S concerns - (at least once per term). Ensure follow up action takes place
- Ensure effective operation of the IT based Health and safety monitoring system
- Monitor the "accident book" and ensure that there is full and proper follow up of any concerns revealed
- Updating and approval of the Health and Safety Policy
- Ensure access control and CCTV systems are kept in working order and properly utilised
- Routine and non routine fire drills
- Monitoring of external Health & Safety support

SCHOOL PREMISES

- Liaise with the SLT in the development, costing, approval and implementation of proposals for new builds and revisions to existing buildings
- Ensure proper maintenance of all School premises and property
- Ensure that effective energy conservation and carbon reduction efforts are in place.

SAFEGUARDING

- Ensure compliance with all appropriate legislation
- Monitor the DBS register to ensure that it is kept fully updated
- Implement "safe recruitment" training for all governors involved in staff appointment interviews
- Updating and approval of all appropriate policies

The quorum for the Committee shall be any three members of the governing body. The Committee may still meet if not quorate, but may not make any binding decisions or vote on any matters.

Decision making process (including, but not limited to, approval or recommendation of policies) can be via meetings, email or teleconference as required.

November 2018