



Terms of Reference Behaviour & Safety Committee

Committee with oversight for this policy – Behaviour & Safety	
Terms of Reference to be approved by the Full Governing Body	
Policy last reviewed by the Behaviour & Safety Committee	19/10/2017
Policy last ratified and adopted by Full Governing Body	22/11/2017
Policy / Document due for review	Autumn 2018

Ravenor Primary School

Behaviour & Safety Committee

Terms of Reference

General Considerations

1. The committee shall not be open to the public
2. Any governor shall have the right to attend any committee meeting, but without the power to vote unless a member of that committee.
3. The chair of Governors shall be an ex officio member of any committee to which they are otherwise not appointed.
4. The membership and terms of reference of the committee shall be reviewed annually in the autumn term and confirmed by the governing body.
5. The committee shall participate in the formulation of the school development plan.

Membership

The membership of the committee shall comprise a minimum of four Governors including the Head Teacher or their designated deputy, and the Safeguarding Governor.

Quorum

A quorum shall be three Governors, of which the Head Teacher or their designated deputy must be one.

Meetings

The committee shall meet not less than once a term.

Minutes will be taken by the elected clerk of the committee and will be submitted to the Behaviour and Safety Committee no later than 2 weeks after the date of the meeting.

Objectives

1. To monitor through the Head Teachers termly report, regular visits to the school.
2. Monitor pupils levels of behaviour in class and between themselves; before school, during breaks and after school by any means deemed appropriate by the Behaviour and Safety Committee.
3. To monitor via the Headteacher's report the record of Racist Incidents, and to ensure that plans have been implemented to address any issues.
4. To monitor attendance levels together with details of both Fixed Term and Permanent Exclusions.
5. To seek assurance from the Headteacher that the Facilities Management Company are discharging their contractual and statutory responsibilities.

6. To assist the governing body and the Headteacher to discharge their responsibilities under the Health and Safety at Work Act 1974 in collaboration with the LA.
7. To ensure that all current Safeguarding and Child Protection legislation and associated procedures are followed.
8. To ensure that governors responsibilities are discharged regarding litter under the Environmental Protection Act 1990.
9. To provide support and guidance for the Head Teacher in all matters relating to the school premises and grounds, security, energy conservation, health and safety.
10. To monitor the effectiveness of the schools health and safety arrangements, make periodic inspections of the buildings, plant and equipment and report at least once a year to the governing body.
11. To present priorities for maintenance and development for the approval of the governing body in line with the school improvement plan.
12. To consider the LA's policies on health and safety and ensure that the school's policy meets all of the statutory requirements.
13. To ensure that all site insurance is valid, adequate and that the Employers Liability Insurance certificate is displayed.
14. To monitor the costs and arrangements for heating, maintenance, repairs and redecoration within the budget allocation
15. To contribute to the planning and implementation of contracts and ensure any necessary liaison with appropriate contractors.

The following responsibilities have been delegated to this committee by the Full Governing Body:

- To advise Governors on all matters relating to Behaviour & Safety, including:
 - Exclusions
 - Lateness
 - Attendance
 - Behaviour incidents
 - Sanctions applied
- To monitor the implementation and consistent delivery of a robust and practical Behaviour policy
- To ensure that all student disciplinary matters are dealt with fairly / consistently and that appropriate strategies are applied
- To review and monitor other relevant policies
- To review and monitor relevant areas of the School Improvement Plan
- To ensure that Health and safety is understood and the school held to account for incidents
- To ensure that Safeguarding is robust and all necessary training and processes are followed

- To ensure that the school offers equality of opportunity to all children whatever their gender, ethnicity, religion, background or ability through all its policies, procedures and practices
- To ensure that there is a clear understanding of how school trips are run and managed and how the students attending are protected within these “new” environments
- To establish, monitor the impact of, and keep under review all the school’s plans, policies and procedures relating to the environment, health & safety and the letting of the premises
- To take all reasonable steps to ensure that the school premises, grounds, equipment and materials are safe and do not put children or adults at risk
- To ensure that security measures for the protection of personnel and premises are effective and make recommendations for improvement as necessary
- To ensure that a member of staff responsible for Health & Safety has been appointed as required and that they receive the necessary support and training in their role