



## Battledown Centre for Children and Families

### Governors' Safeguarding & Premises Committee

#### Terms of Reference

The Governors' Safeguarding & Premises Committee will monitor and review all matters relating to the Safeguarding and Premises of Battledown; provide relevant information and recommendations and accordingly enable the Full Governing Body to make appropriate decisions.

#### **Committee membership**

The Committee shall consist of at least *five* governors, including the Headteacher and one associate governor. In addition, the Business Manager and the Health and Safety Officer may attend but will not have voting rights. The Committee will appoint a Chair and a Vice Chair from within its members, who will not be the Headteacher, a member of Battledown Staff, the Chair of Governors and whenever possible the Vice-Chair of Governors.

#### **Meetings**

The Committee will meet as required, usually five times per year. The agenda will be published a week in advance of a meeting. Agreed minutes will be circulated to all governors ahead of the subsequent FGB.

#### **Quorum**

The committee will be considered to be quorate when *three* members are present.

#### **Voting**

Decisions must be agreed by the majority of committee members. Where voting results in no overall agreement, the chair has a second, or casting, vote.

#### **Function**

The committee has delegated responsibilities from the Full Governing Body to act on its behalf to:

- 1) monitor and review the school's policy and practice regarding
  - Health and Safety
  - Safeguarding
  - Security
- 2) advise, assist and support the Headteacher in planning, monitoring and reviewing the school's Safeguarding, Health and Safety and Security procedures.
- 3) undertake a complete inspection of the premises and grounds during the course of the academic year in response to the Full Governing Body's processes of monitoring and review the premises and grounds regarding their state of repair, their fitness for purpose as well as with regard to Health and Safety, Safeguarding and Security.
- 4) advise, assist and support the Headteacher on general premises matters relating to the school and the development of the premises to meet emerging need
- 5) ensure that there are at least two committee members who have had Safeguarding training and so be able to advise the Full Governing Body on Safeguarding/Child Protection matters

#### **Obligations to Full Governing Body**

The Committee shall advise the Governing Body with regard to its statutory obligations. In particular it will monitor and review:

- the maintenance of the schools premises, and grounds which, under the Local Management of Schools provision, is the responsibility of the Full Governing Body.



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- the Business Manager's reports on the condition and requirements of and for the premises and grounds and raise any consequent concerns with the FGB, making relevant observations and recommendations
- the fully-costed and prioritised, rolling programme of maintenance works for the premises and grounds, liaising with the Finance and Staffing Committee to agree appropriate funding which will then be presented to the Full Governing Body for approval.
- the effectiveness of the partnership working between the Business Manager and GCC Property Services in ensuring a co-ordinated and cost-effective approach
- liaise, as and when necessary, with the Safety Health and Environment Unit at GCC
- monitor the school's Fire Risk Assessments, Fire drills and Fire Drill training.
- monitor the implementation of the school's Health and Safety policy and the staff training it provides.
- monitor the Medication Policy and First Aid procedures and training.
- monitor the school's Safeguarding Policy, procedures and training.
- undertake a full Security audit at least once every two academic years.
- ensure that the School's Major Incident Plan is reviewed at least every two years and the telephone tree is rehearsed at least annually.
- monitor and review the annual Business Manager's Inventory Inspection.

#### **Reporting to the Governing Body**

Agreed Committee minutes will be made available to all members of the Governing Body, ahead of the date for publication of the agenda for the next Full Governing Body meeting, in order that any questions can be tabled for debate and resolution at that meeting

#### **Revision**

This document will be reviewed annually at the first Committee Meeting of the academic year and then taken to the next FGB meeting for approval.

Date: 1<sup>st</sup> November 2016                      Review: October/November 2017

Signed: R Sutton

Chair of Governors

Date: 7/2/2017