

## **Membership**

- The Committee shall comprise of not less than 4 Governors, including the Head teacher.
- The Committee may have in addition, such voting members as the Governing Body shall appoint.
- There will be an annual review of the Committee Structure.

## **Quorum**

- The quorum shall be 3 Governors including the Head teacher/ their representative.

## **Chairperson**

- The Committee shall appoint a Chairperson at its first meeting held in the Autumn Term of each year.

## **Meetings**

- The Committee shall meet at least once per term (more if required) prior to the Full Governing Body Meeting.
- The meetings shall be conducted in accordance with the Education (School Government) (England) Regulations 1999 and the Governance (Procedures)(England) Regulations 2003.

## **Terms of Reference**

### **Health and Safety:**

- To provide support and guidance for the Head teacher and Governing Body on all matters relating to Health and Safety
- To review the quarterly and annual Health and Safety inspections undertaken by the school's Health and Safety Advisor.
- To review the school's Health and Safety Policies and recommend to the Governing Body a Health and Safety Policy for the school on an annual basis.

### **Premises:**

- To provide support and guidance for the Head teacher and Governing Body on all matters relating to the school's premises, grounds and security.
- To approve tenders and arrangements for maintenance, redecoration and improvements within the constraints of the budget allocated for this purpose.
- To annually review the lettings arrangements and hiring fees for the approval of the Governors

### **Safeguarding:**

- To carry out functions with regard to safeguarding and promoting the welfare of children with reference to the guidance 'Safeguarding Children in Education' and all statutory responsibilities.
- Ensure the school carries out its safeguarding functions to a good standard at all times.