



Behaviour and Safety Committee

TERMS OF REFERENCE 2016/17

1. Membership, attendance and reporting

1. The Committee will include The Headteacher, or their representative, and other interested governors.
2. A quorum of the Committee shall be three members of whom one is the Headteacher or their representative.
3. The minutes of these Committee meetings shall be formally recorded and submitted to the Governing Body meeting. A report shall also be made to the Governing Body by the Chair of the Committee.

2. Frequency of meetings

The Governing Body shall determine how often the Committee shall meet, which shall not be less than three times per year. If at any time the Governing Body requests a meeting with the Committee, the Chair shall ensure that such a meeting is arranged as soon as reasonably practical.

3. Duties and Remit

Duties

The specific duties of the Committee shall be to work in partnership with the Headteacher and relevant staff to:

1. provide an effective overview of the school's work in the area of Behaviour and Safety;
2. receive a termly report on the key areas as outlined under Remit;
3. review and approve, on behalf of the Governing Body, all relevant policies;
4. participate in the development and monitoring of the School Improvement Plan;
5. ensure that the school meets its statutory duties with regard to Health and Safety, Behaviour and exclusions etc;
6. keep up to date with local and national educational initiatives including Ofsted inspection frameworks and other relevant documentation;
7. receive and respond to any complaints.

Remit

The remit of the Committee covers the following key areas:

- Exclusions, attendance and punctuality;
- Bullying, drugs, racist incidents etc;
- Health and safety issues eg critical incident plan, fire evacuation plan;
- FM issues;
- Safeguarding and child protection;
- Monitoring the Behaviour and Safety strand of the SIP.

4. Reporting arrangements

Minutes of Behaviour and Safety meetings will be circulated to committee members. They will also be included in the documentation for full Governing Body meetings held three times per year.

The following items may be considered at the appropriate time during the school year:

- School self-evaluation calendar;
- School SEF;
- School Improvement Plan;
- External reports;
- Exclusion data;
- Attendance and Punctuality data;
- Reports from meetings with FM and Carillion;
- Reports from Health and Safety sub group.

5. Availability of Terms of Reference

These terms of reference will be made available to all Governors with inspection copies for staff and parents. A 'read only' copy will be on the school's website.

6. Annual Review of Effectiveness

The Committee will undertake a self-assessment of its effectiveness on at least an annual basis.

7. Annual Review of Terms of Reference

These terms of reference will be reviewed by the Governing Body on at least an annual basis.