



## NABURN C.E. PRIMARY SCHOOL

### CAMPUS AND COMMUNITY COMMITTEE

#### TERMS OF REFERENCE

##### 1 COMPOSITION

At least three members of the governing body with voting rights.

The governing body or the committee may appoint associate members to serve on this committee. Such members may have voting rights only as determined by the governing body and within the terms of the School Governance (Procedures) (England) Regulations 2003.

##### 2 QUORUM

The quorum for a meeting and any vote will be three governors who are members of the committee. The committee shall not meet without the Headteacher present or the presence of a named deputy.

##### 3 TERMS OF REFERENCE OF THE COMMITTEE

###### **Premises, Health and Safety**

To ensure that the building, equipment and materials are safe and do not put the health of persons at risk whilst they are on the premises.

###### 1. General Matters:

- To ensure that regular termly inspections of the premises and grounds are carried out and any health and safety or maintenance issues are highlighted, prioritised and any relevant costs approved.
- To receive reports and discuss papers that are relevant to the committee.
- To ensure that all members of the committee are aware of guidelines and procedures, which relate to their duties as a member of the committee.
- To ensure the overall health and safety of staff, pupils and visitors at the school.
- To review policies and procedures relevant to the committee (eg. Lettings/ DDA).

###### 2. Accidents and Incidents

- To receive regular reports of any reportable injury, disease or dangerous occurrence and to ensure that records are kept and are readily accessible.
  - To receive reports of any injury caused by physical violence against a person at work.
  - To receive reports on any incidents of crime and loss and to ensure that these are reported to the police and LA where appropriate.
3. Health and Safety Policy
- To monitor and review the schools' Health and Safety policy and Safety Management System and consider any funding implications.
4. Child Protection
- To ensure that the school has a designated member of staff for child protection and a governor responsible for oversight of child protection issues.
  - Ensure that the school follows Child Protection procedures in relation to: safer recruitment; security of premises; maintenance of school environment and property; safe working practices; visits into and out of school.
5. Risk Assessments
- To receive reports on risk assessments on all school activities, including classroom activities, general school activities and out of school activities, and monitor measures introduced to manage those risks.
6. Educational Visits
- To regularly review the DFE good practice guidance on educational visits and relevant legislation.
  - To monitor the school's policy on Outdoor and Educational Visits and the use of coaches and mini-buses.
7. School Security
- To receive regular reports from the school's H&S officer regarding where s/he feels the security has been/ or may be threatened. To assess financial implications of solutions suggested.
  - To annually review the school security system.
8. Monitor and Review Contracts:
- To review annual contracts relating to premises and grounds. (eg to include: cleaning/ grounds/ repairs and maintenance buy back/ etc).

### **Community Cohesion**

The school governing body is legally responsible for ensuring that the school meets the duty to promote community cohesion, taking into account the local area's Children and Young People's Plan.

- Ensure that Community Cohesion work closely links with the ECM outcomes and is embedded in school planning at all levels

- Ensure that the school values and promotes diversity through recruitment, within the curriculum and through community relationships with people from different backgrounds at a local, national and international level
- Ensure that evidence to support the school's work on community cohesion is readily available for the school's Self-Evaluation form and Ofsted inspection

### **Sustainability**

The school governing body is responsible for ensuring that the school meets its duty to promote sustainability through having a strategic overview: securing best value; planning for school improvement; setting targets; reviewing processes and communicating to stakeholders.

The governing body should have a clear understanding and knowledge of the school's work in relation to the eight doorways:

- Food and Drink – addressing healthy and sustainable food and drink
- Energy and Water – addressing energy and water issues and management
- Travel and Traffic – addressing school travel plans and traffic management
- Purchasing and Waste – addressing sustainable purchasing and waste management
- Buildings and Grounds – addressing sustainable buildings and ground design, construction, management and maintenance
- Inclusion and Participation – addressing inclusion and participation across the curriculum, campus and community
- Local well-being – addressing local well being
- Global Dimension – addressing global dimension and integrated citizenship.

## **4 APPOINTMENT OF CHAIR AND CLERK**

The appointment of the chair shall be determined by the committee and reviewed annually. The governing body shall appoint a clerk to the committee from its membership.

## **5 MINUTES**

A written record of the meetings of the committee will be submitted to the next full governing body meeting, through the clerk to the governing body.

## **6 FREQUENCY OF MEETINGS**

The committee will meet at least once each term.

## **7 CONVENING MEETINGS**

A meeting shall be convened by the clerk under the direction of the governing body and the chair of the committee. The clerk will give every member of the committee and the headteacher (if not a member of the committee) written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven day' clear notice before the date of the committee meeting. If the chair of the committee considers that there are matters that demand urgent consideration they may determine a shorter period of notice.