GOLDINGTON ACADEMY

HEALTH & SAFETY, PREMISES AND SAFEGUARDING COMMITTEE

TERMS OF REFERENCE AND ANNUAL WORKPLAN (2026-2027)

1.0	**SUMMARY**
	To assist the decision making of the governing body, by enabling more detailed consideration to be given to the best means of fulfilling the responsibilities on all matters related to the health, safety and wellbeing of pupils, staff and visitors (including proper planning, monitoring and probity) including the stewardship of the Academy's buildings and ensure that the Academy meets its responsibilities for Keeping Children Safe in Education. To make appropriate comments and recommendations on such matters to the governing body on a regular basis. Major issues will be referred to the full governing body for ratification.
2.0	**MEMBERSHIP & QUORUM**
2.1	Membership of the Committee will be at least four members of the Governing Body, with a quorum of three. The Committee is to include the Principal or his/her representative. The Chair and Vice Chair are ex officio members of the committee.
2.2	The Committee will have the right to co-opt up to a further two individuals who are not members of the Governing Body, and to invite any other individual to attend and speak at all or part of any meeting. The voting rights of such members will be determined by agreement at the time of appointment. No vote on any matter shall be taken at a meeting of a Committee of the Governors unless the majority of members of the Committee present are Governors.
2.3	At the first meeting of the Committee in each school year, the Committee will elect a Chair and Vice Chair for the following 12 months from its membership.
3.0	**TERMS OF REFERENCE - HEALTH AND SAFETY AND PREMISES**
3.1	Review the school's Health and Safety and Premises policies.
3.2	Monitor the implementation of the School Improvement Plan for Health and Safety and premises: a) Review progress of their implementation, b) Agree on appropriate amendments for approval by the Governing Body.
3.3	Receive and review updates on Capital Works projects, and to inform the Finance and Personnel Committee about the financial aspects included in the matters being considered by them, such as impact on Capital expenditure
3.4	Review the arrangements in place to monitor the condition and suitability of the school premises (buildings internally and externally, and grounds).
3.5	Review the maintenance action plan in place, considering whether the action identified is deemed to be suitable and priorities identified are appropriate. Monitor implementation of the action plan.
3.6	Receive and review a Health and Safety update, including statistics for incidents in the reporting period, and information on compliance matters e.g. portable appliance testing, etc. Monitor implementation of any

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	actions identified by the Committee.
4.0	**SAFEGUARDING**
4.1	Receive termly reports on Safeguarding arrangements within the school from the Designated Safeguarding Lead including statistics for racist incidents and bullying, exclusions and allegations against staff for the reporting period. Monitor implementation of any actions identified by the Committee.
4.2	Receive termly reports on arrangements for Looked After Children within the school from the Designated Safeguarding Lead
	Monitor implementation of any actions identified by the Committee.
4.3	Review and recommend to the FGB for approval relevant policies relating to Safeguarding and Looked After Children
5.0	**Committee Administration**
5.1	Any member with an interest in a matter for discussion should declare that at the beginning of the meeting, or as soon as the interest become apparent and shall withdraw for discussion of that item and not take part in any vote.
5.2	A clerk will take minutes of each meeting and circulate these to all governors. In general, all meetings will be no longer than 2 hours. Minutes of all meetings will be submitted to the main governing Body for consideration.
5.3	The Committee will normally meet at least once per term and otherwise as required by the Governing Body, Chair or Principal.

5.0 ANNUAL WORKPLAN

The following will be standing items at each meeting of the Committee:

- Review H&S incidents (accident and incident statistics) (3.6)
- Review premises and facilities update (3.4 and 3.5)
- Review compliance (as and when required. i.e Fire assessment report) (3.6)
- Review Capital Works (3.3)
- Review policies (3.1 and 3.2)
- Monitor Staff training
- Receive Safeguarding report and review incidents (4.1)
- Receive Looked After Children report (4.2)
- Receive Link Governor visit reports

The following items will be considered during specific times of the year as follows:

Autumn Term	**Spring Term**	**Summer Term**

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• Site walk-around (internal) • Review School Improvement Plan for H&S and Premises • Review Risk Register and Business Continuity Plan	• Site walk-around (external)	• Review staff and governor training

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