

THE ASHLEY SCHOOL ACADEMY TRUST GOVERNING BODY COMMITTEE

TITLE: PERSONAL DEVELOPMENT, BEHAVIOUR
AND WELFARE COMMITTEE

STATUS: Non-statutory with delegated powers.

MEMBERSHIP: A minimum of three Governors
Plus the Deputy Head (B4L)

QUORUM: 50% of the committee

MEETINGS: At least once each term, twice if necessary

TERMS OF REFERENCE:

1. To act in accordance with the School Governance Regulations and other legislation affecting the conduct and responsibilities of School Governing Bodies.
2. To have regard, in carrying out delegated functions, to the School Improvement Plan approved by the Governing Body.
3. To maintain an overview of the SD&IP and ensure its targets and impact.
4. To ensure that policies and procedures are in place to reduce barriers to learning, improve behaviour, attendance and punctuality and reduce exclusions.
5. To ensure that policies and procedures are in place to promote the spiritual, moral, social and cultural development of children
6. To ensure that the school offers equality of opportunity to all children whatever their gender, ethnicity, religion, background or ability through all its policies, procedures and practices.
7. To establish, monitor the impact of, and review all the school's plans, policies and procedures relating to the personal development and well-being of pupils.
8. To set statutory attendance targets.
9. To establish, monitor the impact of, and keep under review all the school's plans, policies and procedures relating to the environment, health & safety and the letting of the premises.

10. To take all reasonable steps to ensure that the school premises, grounds, equipment and materials are safe and do not put health at risk.
11. To ensure that security measures for the protection of personnel and premises are effective and make recommendations for improvement as necessary.
12. To ensure that a member of staff responsible for Health & Safety is appointed as required and that they receive the necessary support and training in their role.
13. To promote high quality displays of children's work and information that provide a stimulating learning environment and celebrate the work of the school.
14. This committee is responsible for reviewing the following policies: Behaviour, attendance, Equality and Diversity, Health and Safety, Home School Agreement, Intimate Care, Freedom of Information, Race Equality, Risk Assessment, Safeguarding and Safer Recruitment, E-Safety, PREVENT.
15. To keep under review and to advise the *Governing Body* on the general condition, usage and development of the school's buildings and their fabric and sites.
16. To have oversight of the school's policy on renting and leasing; and to fix relevant charges.
17. To monitor and evaluate the implementation and effectiveness of premises plans, such as the *Asset Management Plan* and the *Condition Survey*.
18. To have oversight of the school's Health and Safety policy and, in liaison with the *Leadership and Management Committee*, to ensure that the school fulfils its obligations under all Health and Safety legislation. Also to ensure that regular inspections are carried out and to monitor the implementation of such recommendations that arise therefrom.
19. To keep under review the security of the school and to draw up remedial plans as necessary.
20. To be in charge of all aspects of the contracts required for grounds maintenance and school cleaning; advising the *Governing Body* on the best options available and overseeing satisfactory fulfilment of the terms of contract.
21. To be responsible for drawing up priorities in respect of capital developments.
22. To determine priorities for small works not already delegated to the *Senior Leadership Team* and to initiate work within the appropriate budget category and limit. To make recommendations to the *Governing Body* for more significant works and to monitor, control and report progress of all works.
23. To oversee and periodically review the work of the school's premises.

24. To oversee and receive a report from the Independent Visitor, Standard 20 visits.
25. To consider and make recommendations to the Governing Body on any proposals for the acquisition or disposal of buildings and sites.
26. To maintain expenditure within the limits set by the school Budget Plan in relation to any matters delegated to the Committee.
27. To consider such other matters as may be referred to the Committee by the Governing Body.
28. To advise the Governing Body of decisions taken within the powers delegated by providing at Governing Body meetings, for information, Minutes of Committee meetings, in draft form if necessary.
29. To monitor, support and challenge the SLT and make recommendations to the Governing Body on all matters relating to SCR; safeguarding, including PREVENT and the estate.
30. To oversee procedures for exclusions and the constitution of relevant first or appeal committees (*this was initially on Pupil Achievement Committee*).

Agreed: January 2014
Reviewed: 20th October 2015
Reviewed: 18th October 2016
Reviewed: 14th November 2017
Next Review: November 2018

Signed: