

**ST MICHAEL'S CATHOLIC COLLEGE GOVERNING BODY
WELFARE COMMITTEE
TERMS OF REFERENCE 2020-21**

1. Membership

The membership of the Committee shall consist of not less than three governors.

2. Quorum

The quorum for meetings of the Committee shall be three governors.

3. Frequency of Meetings

The Committee shall meet at least once per term.

4. Delegated Functions

4.1 Safeguarding

Exercise strategic oversight of the College's safeguarding by consideration of the following:

- A) To adopt and review a Safeguarding (Child Protection) Policy
- B) Reviewing the implementation of the Safeguarding Policy
- C) Assessing the well-being of students from a whole child perspective
- D) The safeguarding support which is given to pupils and discussion of the high-level themes
- E) Consideration of SMSC (Social, Moral, Spiritual and Cultural) policy implementation
- F) Bullying and E-Safety
- G) The types of issues faced by students and steps taken by the School to address and mitigate these
- H) Trends in behaviour issues and how these were managed

4.2 Well-Being

- A) To monitor the data collected on pupils presenting with emotional needs, for emerging trends
- B) Assess the school's approach and the provisions in place to meet need
- C) Oversight of plans in place to support staff and pupil's wellbeing
- D) Oversight of the colleges work to promote and support better mental health
- E) Oversight of the approach for inclusion at the college

4.3 Policies

Monitor and review the following College policies (or similar):

- A) Site Accessibility Plan
- B) Health and Safety Policy and associated procedures
- C) Building Development Plan
- D) Critical Emergencies Management Plan
- E) Emergency Evacuation Procedures
- F) Asses Register and associated asset management documents.

4.4 Environment

Exercise strategic oversight and monitoring of the environment of the College by:

- A) Providing support and guidance to the Principal on all matters relating to the school premises
- B) Monitoring the existing buildings and possible future building plans and associated programmes/projects, including building processes
- C) Overseeing premises-related funding bids approving works for maintenance, repairs and redecoration within the budget allocation
- D) Overseeing, progressing and monitoring capital building works
- E) Overseeing arrangements for repairs and maintenance
- F) Overseeing arrangements for repairs and maintenance
- G) To approve plans (e.g. asset management plans) for the improvement and maintenance of the premises and grounds within the budget allocation
- H) To determine, within the budget allocation, the provision of services relating to facilities management and grounds maintenance (including the approval and monitoring of any such contracts for such services).
- I) Approve plans (e.g. asset management plans) for the improvement and maintenance of the School

4.5 Health & Safety

Exercise strategic oversight and monitoring of health and safety standards by ensuring that:

- A) Inspections of the College premises are regularly carried out and followed up
- B) Health and safety monitoring processes are in place, including health and safety inspections, risk assessments, and systems for rectifying identified faults
- C) The College has the designated staff with health and safety responsibilities
- D) The site and school building is safe and secure at all times.

5. General

- 5.1 Liaise with the Finance and Resources Committee on premises and building matters with budgetary or financial management implications (except where referral to the Governing Body is required).

6. Reporting to the Governing Body

- 6.1 The Committee will undertake any appropriate task or commission as delegated by the Governing Body.
- 6.2 The Committee will report to the Full Governing Body.