

**ST MICHAEL'S CATHOLIC COLLEGE GOVERNING BODY  
WELFARE COMMITTEE  
TERMS OF REFERENCE 2021-22**

**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 Catholic Life**

Catholic Life underpins everything we do, specifically the Committee will have:

- A) Oversight of Section 48 inspections and reports
- B) Oversight of the Head of Chaplaincy activities
- C) Oversight of the Diocesan current visits, plans and activities
- D) Oversight of RE department developments

**4.3 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

**4.4 Staff Wellbeing**

- A) Oversight of the school's approach to supporting staff wellbeing
- B) Review staff feedback collected in meetings, training and staff surveys.
- C) Oversight of any training needs for staff to support student wellbeing.

#### **4.5 Diversity and Inclusion**

Supporting the college to embrace diversity and inclusion to enable all teachers, students and the wider college community to understand and accept multiple dimensions of difference. The committee will have:

- A) Oversight of inclusion practices and policy
- B) Oversight of the inclusion of diverse perspectives within the curriculum
- C) Support the college diversity ambassadors with inclusive initiatives
- D) Provide SME knowledge to college leadership

#### **4.6 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.

#### **4.7 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.

#### **4.8 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.