



**The Fields Children's Centre
Health, Safety and Premises Committee
Terms of Reference and Standing Orders 2019/2020**

1. Membership

The following full Governors are members: Ruth Holman, Rebecca Mack, Luisa Pedro, Carmile Trancoso-Gordon and Roger Williams.

The clerk is: Ruth Holman.

The following are Associate members: none.

Associate members can vote.

2. Quorum

The quorum is 3 Full Governors.

3. Meetings

Members of the committee are entitled to seven days' notice of a meeting and to receive an agenda. A shorter timescale may be given if the committee chair decides the issue needs urgent attention.

Other members of the Governing Body may attend any meeting of any committee but they may not vote. The committee will meet at least quarterly.

4. Chairmanship

The committee will be chaired by Rebecca Mack (2019/20)

The chair of the committee will be decided at the first meeting each year of the committee. If the Chair is absent from a meeting, a Governor may be elected to take the chair.

5. Partnership with the Head of Centre

In carrying out its functions, the committee will receive information and advice from the Head of Centre and other staff and will actively seek opportunities for wider consultation where appropriate.

The Head of Centre is entitled (but not obliged) to attend all committee meetings and is entitled to vote (unless not a Governor).

6. Standing Orders

All committee meetings must be minuted. The minutes must be circulated with the agenda of the next full Governing Body meeting.

7. Terms of Reference

The Committee has delegated powers to carry out the following specific tasks:

- To monitor health & safety arrangements
- To ensure that suitable risk assessments are prepared and action taken to minimise risk
- To monitor accident book and agree appropriate action
- To review security of school premises and equipment
- To review and monitor the Centre's Health and Safety policies
- To plan, monitor and evaluate the sections of the Centre Improvement Plan relating to the delivery of the core offer

In addition the Committee will:

1. Consider, as appropriate, and **make recommendations** on other related matters not specifically delegated by the Governing Body.
2. Contribute to Governing Body and Centre self review with particular reference to OFSTED Self Evaluation Forms (SEF)
3. Plan, monitor and evaluate appropriate sections of the Centre Improvement Plan (CIP).
4. Prepare for the Governing Body any appropriate report to parents (or others) on matters relating to the work of the Committee.

Agreed by the full Governing Body on 10th September 2019

Signed: (Chair of Governors)