

Hevingham and Marsham Primary Schools

Personal Development Committee – Terms of Reference

Personal Development, Behaviour, Welfare and Health and Safety

Based on the School Governance (Procedures) (England) Regulations 2013

The governing board can delegate any of its statutory functions to a committee, subject to prescribed restrictions. The full governing board shall agree the level of delegation to this committee

Personal Development Committee

It was resolved by the governing board on 8th July 2015 that a Personal Development Committee be constituted and that it should be governed by the following Terms of Reference:

Membership

The governing board shall determine and review annually at the first meeting of the school year, the terms of reference, constitution and membership of the committee.

Name of Governor

Date appointed to Committee

Lydia Board
Olivia Corfield
Wendy Durrant

30th September 2016
8th July 2015
8th July 2015

Chair

The Chair of the committee will be appointed by the full governing board.

Attendance

Members of the committee and the clerk to the committee have a right to attend committee meetings. The governing board or committee may allow other persons to attend.

Quorum

The quorum for committee meetings shall be at least three governors, who are members of the committee. (The committee shall not meet without the Headteacher, or a substitute nominated by the Headteacher, being present.)

Meetings

The committee shall meet at least once a term and more often if required. Dates for the year will be set at the first meeting of the year.

Clerking

The governing board shall appoint a clerk to the committee, who will not be the Headteacher.

Responsibilities

1. To monitor progress on the relevant key issues for action post-OFSTED and/or relevant priorities in the School Improvement Development Plan. To evaluate their effectiveness and set new targets.
2. To monitor attendance, punctuality, bullying and racist incidents, exclusions – fixed and permanent and ensure timely reporting to governors and other relevant bodies.
3. To monitor school systems to ensure high standards of learning behaviour and preparation for the next stage of education, employment or training.
4. To monitor the effective provision of spiritual, moral, social and cultural development (SMSC) to include British Democracy.
5. To oversee the statutory duty of safeguarding including child protection procedures, e-safety and safer recruitment.
6. To monitor how effectively the school keeps children safe from the dangers of radicalisation and extremism.
7. To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
8. To advise the Governing Board on priorities, including Health and Safety, for the maintenance and development of the schools' premises.
9. To oversee arrangements for repairs and maintenance.
10. In consultation with the Headteacher, to oversee premises-related funding bids.
11. To establish and keep under review a Building Development Plan.
12. To monitor the work of Norfolk Property Services, or other named contractor, in the preparation and implementation of contracts and to monitor and review arrangements for cleaning, grounds maintenance and school meals in line with the financial procedures agreed by the governing body.
13. To agree procedures to be followed for carrying out emergency work and to make recommendations about delegation to the Headteacher for taking appropriate action on behalf of the governing board in the event of an emergency.
14. To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to a governing board policy.
15. To ensure annually that the schools website is compliant in line with the Governance Website Audit Toolkit.
16. To attend or commission appropriate governor training.
17. To report to the full governing board at each of its meetings.