



**KING EDWARD VI
CAMP HILL
SCHOOL FOR GIRLS**

Educational excellence for our City

Duties for each area of responsibility for SGBs

Schools are encouraged to have a maximum of two committees. One that covers educational matters and the other than considers financial matters. Other matters like pupil and staff welfare, health and safety, premises, personnel/HR, will need to be allocated between the two committees, as appropriate for each school.

Each school governing body can also add any school-specific issues, as appropriate. CHG has a Finance Committee, a Health & Safety Committee and a Curriculum and Pupil Welfare Committee. The latter two Committees are run immediately after one another with a nominated Governor and Head of School sitting across both.

With this guidance from the Academy Trust, the terms of reference for H&S/C&PW are set as follows:

H&S Terms of Reference

1. Receive the Premises report provided for the meeting, which will include updates regarding:
 - Health and Safety, fire safety measures and procedures.
 - Nature and number of incidents reported in the accident book and ensure that the actions taken as a result are completed on a timely basis. Serious matters will be escalated to the School Governing Body. Updates on major capital works and long-term building projects
 - Monitoring of the condition and use of the school buildings and assets
 - Security of the premises and grounds
2. Receive the Health and Safety Annual Report and monitor the progress of the school in addressing the issues identified for action. Action Plan, if required, for presentation to the Committee for approval.

3. Receive the annual Fire, Health and Safety inspection report and monitor the progress of the school in addressing the issues identified for action.
4. Receive the Estates Plans and Site Development Plans and maintain a strategic overview of long and medium term planning for development of major capital works and building projects, as well as, actions to maintain a healthy and safe environment as well as general Health and Safety related actions and will incorporate the recommendations of relevant specialists (including Mechanical and electrical contractors, building surveyors and H&S advisors where contracted) to allow the Academy to make informed decisions. Make recommendations for consideration by the Finance Committee and the School Governing Body as appropriate.
5. To review the community use of facilities on the Academy site and ensure any issues arising are appropriately addressed.
6. Receive the Academy organised two-yearly external audit of health and safety issues and to monitor any actions identified by the audit.
7. To monitor First Aid arrangements and to ensure adequate numbers of staff have received First Aid and Mental Health training and refresher courses as necessary
8. To receive regular reports from the Head (Teacher or of School) and/or senior leadership team on Accidents and First Aid arrangements/incidents, in order to identify areas for improvement, and to ensure that any necessary action is taken.
9. To annually review, and amend as appropriate, the following school policies and be aware of any Trust policies that cover matters relating to premises and health and safety of the school community:
 - i. First Aid
 - ii. Fire, Health & Safety
 - iii. Vehicular traffic on site
 - iv. Accident reporting

Curriculum and Pupil Welfare Terms of Reference

2. Curriculum – Teaching, Learning and Assessment

- To ensure on behalf of the SGB that its strategic responsibility to raise standards is acted upon.
- To ensure that requirements of pupils and students with varying levels of ability, including more able, disadvantaged and those with special educational needs are met.
- To monitor the impact of Pupil Premium Funding on the achievement and attainment of pupils; to ensure that the Pupil Premium Funding is spent appropriately, and that this information is easily accessible (e.g. on the school's website).

- To review and analyse academic performance across the school, against national and local indicators, and to advise the SGB on any action required in order to sustain improvement.
- To consider any Trust related evaluations and reviews and monitor the school implementation of recommended actions.
- To review the School Evaluation Framework and to ensure that the School Development Plan reflects the requirement to raise standards, and to monitor and evaluate it accordingly.
- To receive regular reports from the Head (Teacher or of School) and/or senior leadership team on the quality of teaching and learning, to identify areas for improvement, and to ensure that any necessary action is taken to maximise outcomes for pupils.
- To monitor the implementation of any Action Plan resulting from the most recent Ofsted inspection in order to maintain progress.
- To review and update all relevant policies delegated by the SGB.
- To provide guidance and assistance to the Head Teacher and the SGB in all matters relating to curriculum matters.
- To advise the SGB on the school's curriculum statement and their statutory obligations regarding curriculum.
- With the assistance of the Headteacher/Deputy Headteacher Quality of Education and subject co-ordinators, receive information and consider how the curriculum is taught, evaluated, and resourced, including extra curricular visits..
- To make recommendations to Finance Committee on resources that are needed to meet the needs of the whole curriculum, and the sustainability of the non-statutory elements.
- To have regard for areas of pupil development which do not fall specifically within the National Curriculum.
- To monitor and evaluate the delivery of curriculum provision for pupils to ensure continuity and progression including the receipt of curriculum audits and plans to aid in this process.
- To receive reports, at appropriate times, in respect of community links or initiatives and to determine appropriate action for the SGB.
- To ensure that annual assessment and examination arrangements comply with national requirements.

- To monitor and consider both examination results and academic testing at KS3 in relation to predictive testing and to report to SGB on any value-added achievements in order to monitor pupil progress against predicted outcomes.
- Receive reports from the Head of Sixth Form relating to pupil destinations.

School Specific Duties:

3. Safeguarding, Behaviour and Attendance, Pupil Wellbeing

- To ensure that requirements of pupils who may display vulnerable behaviours are met.
 - To review and update all relevant policies delegated to them by the SGB or recommend approval, where appropriate.
 - To provide guidance and assistance to the Head Teacher and the Governing Board in all matters relating to behaviour and safeguarding matters with consultancy where necessary.
 - To make recommendations to Finance Committee on resources that are needed to meet the needs of the students in relation to behaviour and safeguarding.
 - To propose annual attendance targets, at least in line with National targets, and monitor progress towards achieving these.
 - To support and monitor the implementation of strategies to improve attendance and punctuality of pupils.
 - To ensure that the school meets the current requirements regarding Safeguarding.
 - To ensure that Safeguarding is robust, and all necessary training and processes are followed.
 - To monitor how the school deals with racism and equality issues and how they are reported.
 - To support the school in promoting the Spiritual, Moral, Social and Cultural development of the students
 - Monitoring the school's Behaviour and Anti-Bullying Policy, Safeguarding Policy and any other policies relevant to these duties.
 - To systematically gather and review the views of parents, staff and students in order that outcomes are effectively used to inform planning.
 - **To contribute to and review the Trust annual safeguarding audit, ensuring any actions arising are undertaken by the school.**
4. To annually review, and amend as appropriate, the following school policies and be aware of any Trust policies that cover matters relating to premises and health and safety of the school community:

- a) Educational trips & visits.
 - b) E-Safety
 - c) Critical Incident
 - d) Business Continuity
 - e) Pupils' Medical Needs
5. To ensure that Procedures and Safety for Educational Visits meet current requirements regarding off-site activities and to give permissions where necessary.