

Terms of Reference for the Premises, Security and Health & Safety Lead Governor at St. Martin's CE Primary & Nursery School

Agreed at the meeting of the Full Governing Board on: 18th September 2023

Next review date: September 2024

Name of the Lead Governor: Lynette Bickers

These terms of reference should be reviewed annually by the Governing Board and when there are any changes to the Governing Board's membership.

Policies and Documents delegated to this governor:

- Lettings Policy - Statutory
- Outdoor Education, Visits and Off-Site Activities (OEVOSA) - Statutory
- St. Martin's OEVOSA - Statutory
- Data Protection Policy - Statutory
- School Emergency Management Plan / Business Continuity Plan – Statutory
- Lockdown Procedure
- Health, Safety and Wellbeing Policy - Statutory

Duties which are delegated to this governor:

Governing boards may use their powers to delegate functions and decisions to committees or individual governors/trustees. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)

D Delegated to Lead Governor/Trustee(s) **R** Make Recommendations to Full Governing Board

The Premises, Security and Health & Safety Lead Governor will undertake appropriate governor training in order to fully understand their role including, where possible and appropriate, joining relevant staff training to keep updated.	D
To assist the School Business Manager and discharge the responsibilities of the governing board on matters relating to the school premises and grounds, security and environment.	D
To ensure an annual inspection of the premises and grounds is carried out and reported; receive reports from staff and agree a statement of priorities for maintenance and improvement (with reference to the Asset Management Plan) for board approval.	R
To receive confirmation from the Business Manager that the inventory is maintained and up to date.	D
To review the security requirements of the setting annually and make recommendations to the board in line with professional advice.	R
To monitor and evaluate safety outcomes (risk assessment reports/accident statistics/near misses.) Report any issues of concern to the board.	D

To monitor that Risk Assessments, including an annual fire risk assessment, are up to date with a clear line of responsibility for procedures and actions and report on any key issues to the GB.	D
To ensure that all policies and procedures relating to health & safety, buildings and visits are reviewed and amended where appropriate.	D
To review road safety with the Business Manager	D
To receive confirmation from the School Business Manager that the schools Accessibility Plan is reviewed as required and that any actions identified are completed.	D
To recommend to the Governing Board reasonable adjustments to premises to improve disabled access and liaise with Lead Governor for SEND.	R
To ensure that clear Health and Safety checks and Risk Assessment details are outlined and complied with prior to Educational trips and visits. To receive a report of any issues on Educational trips or visits and ensure staff review the Policies in accordance. To ensure that educational trips and visits meet the safeguarding requirements. To check audit trail for residential trips and check school has adhered to processes described in policy. To agree the arrangements for educational visits and ensure that they are in line with current guidance.	D
To consider the advice and recommendations and the model Health and Safety Policy supplied by the Local Authority or Academy Advisers and to agree and keep under review a Health and Safety Policy for the school. To monitor the effectiveness of the school's Health and Safety arrangements and report to the Governing Board	D
Re-affirm food standards in line with statutory duties.	D
With the School Business Manager, review the School Emergency Management Plan / Business Continuity Plan and report to the board	D
Visit the Children's workforce section of https://www.thinkuknow.co.uk/ , the CEOP (Child Exploitation and Online Protection) agency website at least once each half term to obtain up to date information with regard to educational settings. Provide report on findings to Full GB in termly report.	D
Monitor processes for lone working work and risk assessments in place through discussion with staff and School Business Manager and report back on any actions required to the Governing Board.	D
Seek confirmation from the School Business Manager that the school is registered with the Information Commissioners Office (ICO) as a Data Controller.	D
Working with the School Business Manager, ensure that the governors are aware that the responsibility for checking compliance with data protection legislation lies with them and that they are kept informed about all key issues arising for the schools from the legislative changes and understand how to effectively monitor and review compliance. Receive annual DPO audit report from the School Business Manager in the Autumn and evaluate any actions required. Consider frequency/need for DPO training to the Governing Board.	D
Liaise with the School Business Manager to monitor and evaluate any data breaches and near misses to identify any changes in practice required. Ensure that any noticeable breaches are reported to the Board.	R
Monitor that the school has issued Privacy Notices to staff and the School Business Manager ensures that appropriate Data Protection requirements and safeguards are in place for personnel data.	D
Monitor that the School Business Manager has provided appropriate training for staff, governors and the school can demonstrate compliance with Data Protection Law.	D

Note from The Governance Consultancy Team: The level of delegated decision making given to an individual needs to be agreed by the full governing board. All delegated decisions must be reported to the full governing board.

