



## Radipole Primary School

### Community and Environment Committee

#### TERMS OF REFERENCE

- Membership:** The committee shall consist of not less than five governors. Membership should include the Headteacher and at least one non-employees.
- Quorum:** Four governors including at least two who are not employees of the school.
- Meetings:** At least once per term and more frequently if deemed necessary by the majority of members.
- Chair:** Non-employee to be elected by the full governing body. Duties will include notifying the committee members of any meeting to be held and providing all with an agenda after consultation with the Headteacher.
- Accountability:** The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration.

#### Terms of Reference (Community):

- To contribute, in collaboration with the staff, to establishing, monitoring and evaluating the sections of the School Development Plan relating to promoting partnership with parents and community involvement.
- To endeavour to secure the necessary provision for any child who has special educational needs (SEN) and/or a disability having regard to the SEN Code of Practice and the Disability Discrimination Act.
- To promote and support the further development of the school pupil council and provide a link between the council and the governing body.
- To promote partnership with parents to support their children's learning.
- To promote extended school facilities and community cohesion.
- To update the school prospectus as necessary and ensure the School Profile is completed annually and made available to parents in line with regulations.
- To liaise with, consult with, and provide information to parents and the wider community on matters relating to pastoral issues, and pupils' personal development and well-being.



- To liaise with, consult with, and provide information to parents and the wider community on matters relating to the environment, security, health and safety and use of community facilities as necessary.

#### **Terms of Reference (Environment):**

- To contribute, in collaboration with the staff, to establishing, monitoring and evaluating sections of the School Development Plan relating to premises, health and safety and providing a quality learning environment.
- To keep relevant sections of the Self-Evaluation Form under review and update as necessary.
- To establish, monitor the impact of, and keep under review all the school's plans, policies and procedures relating to the environment, health and safety and the letting of the premises.
- To take all reasonable steps to ensure that the school premises, grounds, equipment and materials are safe and do not put health at risk.
- To ensure that security measures for the protection of personnel and premises are effective and make recommendations for improvement as necessary.
- To make recommendations for budget and devolved capital funding expenditure to the governing body based on environmental surveys and plans and best value principles.
- To monitor ongoing maintenance, repair and improvement work and related expenditure and assess value for money.
- To ensure that the school is obtaining value for money in relation to all environmental contracts including those awarded on its behalf by the Local Authority; liaise with contractors and the Local Authority as necessary.
- To ensure that a member of staff responsible for health and safety is appointed as required and that they receive the necessary support and training in their role.
- To oversee the letting and use of the premises and ensure that facilities are appropriately resourced.

**Review Date:** Community and Environment Committee - September 2016

Full Governing Body – September 2016

**Next Review:** September 2017