



The Pope Francis Catholic Multi-Academy Company Estates, Safeguarding and Health & Safety Committee (LGB) – Terms of Reference Revised 14/01/2022

Purposes of the committee

The over-arching purpose of the PFMAC and (by delegation) all of its committees, is to deliver our mission: *We believe each person is a unique creation made in the image of and likeness of God, called by name, with a special vocation and gifts to bring to the world. We seek to develop these talents in each individual by being a beacon for Catholic education in Oxfordshire.*

Our vision is:

- *To provide a culture, ethos and practice in each school that is distinctively Catholic, with the love of God at the centre, offering service and reconciliation to all.*
- *To grow, develop and continue to provide opportunities and experiences to encourage our students, at every stage of progress, to achieve their full potential, preparing them to face the future with confidence and a sense of their place in our diverse society.*
- *To provide outstanding teaching and learning enabling our pupils to become self-motivated, aspirational lifelong learners.*
- *To enhance, broaden and strengthen effective relationships between our parishes, homes and schools, thereby continuing to grow in faith and understanding together.*
- *To value all students, staff, parents and carers who attend and/or work in our schools, whether Catholic, of other faiths or none.*

We are a Catholic Multi Academy Company within the Archdiocese of Birmingham; our founders are the Barberi and Newman Academy Trust. We have a close working relationship with the Diocesan Education Service, the Local Authority, the Department for Education, the Education and Skills Funding Agency and other local schools and academies.

The specific purpose of this committee is to monitor the work of the PFMAC in terms of its estates and premises; safeguarding and health & safety management. To make appropriate comments and recommendations on such matters to the Board of Directors on a regular basis and refer major issues to the Board of Directors for ratification.

Membership

Membership and terms of reference will be reviewed annually by the board (see below).

- The committee will be comprised of three LGB members (including the Chair of the Committee) and up to two co-opted members drawn.

Meetings

The committee will meet as necessary and at least three times per year. The Committee shall elect a Chair annually who will be responsible for ensuring the agendas are produced, minutes of the meeting are taken and a report presented to the subsequent Board of Directors meeting.

Quorum

The quorum shall be three members of the committee. (It is the responsibility of officers to alert the clerk in the event of known non-attendance of meeting).

Terms of Reference

- The Committee will monitor safeguarding and child protection issues by means of regular “RAG-rated” report. The report will include any ongoing court proceedings, children subject to care orders, RIDDOR, permanent exclusions and other safeguarding matters.
- To monitor the safeguarding of children in the school including how the academy enables all pupils to flourish.
- To ensure that the school is compliant with statutory safeguarding requirements and strategies.
- The committee will implement the PFMAC’s Health and Safety policy, and oversee the action plan of the school and ensuring that the school takes all reasonable steps to comply with the Health and Safety at Work Act (1974) and related legislation.
- The committee will oversee cleaning and upkeep of the school buildings and grounds.
- The committee will oversee the implantation of the PFMAC’s Lettings Policy and arrangements for the use of the school premises.
- The committee will have oversight of external risk(s) as identified in the school’s Risk Register.

Powers of the committee

The committee shall have the power to require explanations, documents or analysis from any school employee to make recommendations to the LGB and officers, committees and Board of the MAC.

Recording and reporting of meeting

A clerk is appointed to the committee, who will produce minutes of all meetings to be circulated before the full PFMAC directors’ meeting following the committee meeting.

Review of terms of reference and membership

This will be undertaken annually, by the full Board of PFMAC.