



Terms of Reference – General Purposes Committee

Approved by		
Name:	Clem Coady	Steve Cook
Position:	Head Teacher	Chair of Governors
Signed:	<i>Coady</i>	<i>Steve Cook</i>
Date:	13 June 2024	
Proposed review date:	September 2027	

'Living and learning together to care for each other and our world.'

REVIEW SHEET

Each entry in the table below summarises the changes made to this document since the last review.

Version Number	Version Description	Date of Revision
01	National Governance Association (NGA) template – then personalised.	28/03/2023
02	NGA template checked & remains the same.	17/01/2024
03	Amended to say that it is a requirement for this document to be displayed on the school website.	28/01/2024
04	Personalised.	13/06/2024

TERMS OF REFERENCE – GENERAL PURPOSES COMMITTEE

Name of school	Stoneraise School
Name of committee	General Purposes Committee
Chair of committee	Will be appointed annually – normally at the first meeting of the Sub-Committee.
Clerk	The Clerk to the Governors will act as clerk to this Sub-Committee.
Membership	Five governors, to include: <ul style="list-style-type: none"> • The Chair of Governors; • The Head teacher; and • 4 other governors.
Quorum	3 Governors. <i>Note: The quorum for a sub-committee meeting is 3 governors who are members of the committee, or half the committee membership if membership is greater than 6.</i>
Meetings	Three times per year. (Normally once per term.)
Accountability	The full Governing Body remains accountable for any decisions, including those relating to functions delegated to any sub-committee.

The General Purposes Committee has delegated responsibility to:

Premises, health and safety

1. ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances;
2. monitor the completion of actions and recommendations arising from risk assessments;
3. review the school's accessibility plan;
4. receive an annual health and safety audit report and monitor any arising actions;
5. receive a regular report on accident statistics, near misses, incidents of violence or aggression;
6. ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them;
7. ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues; and
8. monitor the health and safety training that staff and governors undertake.

Note: School policies will be approved by the Full Governing Body, not by individual Sub-Committees.