

Meeting terms of reference for the
Governor and Trustee Committees:

**SAFEGUARDING AND QUALITY STANDARDS
COMMITTEE**

1. INTRODUCTION

This document outlines the Terms of Reference for the Safeguarding and Quality Standards Committee. It is designed to ensure effective governance, help clear decision-making processes and define the roles and responsibilities of the committee members.

2. PURPOSE

The purpose of these Terms of Reference is to:

- * Define the scope and objectives of the committee meetings.
- * Establish the roles and responsibilities of committee members.
- * Ensure compliance with charity governance best practices, and Ofsted and CQC requirements
- * Provide a framework for effective decision-making and oversight.

3. SCOPE

These Terms of Reference apply to all ordinary meetings of the Safeguarding and Quality Standards Committee, and are to be adhered to by all committee members: Governors, Trustees, CHF Executive Leadership Team members and their colleagues.

The scope of the committee is to provide assurance and oversight on safeguarding and clinical safety as appropriate for those Children and Young People who receive services, but also those who provide services (paid and unpaid colleagues) and supporters (donors, members of the public accessing our facilities), plus a focus on continuous learning and quality standards. The committee will:

- * Monitor compliments, complaints and associated learning.
- * Oversee the development and monitoring of CHF quality standards.
- * Monitor safeguarding, accidents, clinical incidents and lessons learned.
- * Monitor clinical governance, clinical skills and clinical training; and CCS' input into safety and quality standards.
- * Oversee plans to share excellence and innovative practice.

4. FREQUENCY OF MEETINGS

The Safeguarding and Quality Standards Committee shall meet 4 times a year. Additional meetings can be convened at the request of the Chair.

5. NOTICE OF MEETINGS

A schedule of regular meetings shall be agreed upon annually, and provided to committee members at the beginning of the academic year.

The agenda and relevant documents shall be distributed to all committee members at least 7 days prior to the meeting.

6. QUORUM

The quorum for the Safeguarding and Quality Standards Committee meeting shall be the Chair of the committee and 2 other Governors/Trustees, and the Foundation lead for Safeguarding

(Headteacher) and the Director of Social Care or their deputies. There is an expectation that all Governors and Trustees will attend.

If a quorum is not present, the meeting may be adjourned to another date or it can continue with the agreement of the Chair, but any decisions must be agreed by absent committee members.

7. AGENDA

The agenda shall be prepared by the Chair of the Committee, the Headteacher and Director of Social Care, and the Chief Executive as required.

Committee members may request items to be added to the agenda by submitting them to the Chair before the agenda for the meeting is finalised. Otherwise an item can be brought and discussed under Any Other Business, although where possible this should be submitted prior to the meeting.

The agenda shall include, but is not limited to:

- * Approval of minutes from the previous meeting
- * Review of action items
- * Safeguarding Dashboard to include pupil attendance, case work reviews, Single Central Record and safeguarding training compliance, and filtering and monitoring.
- * Quality Standards Dashboard to include, AIs & meds errors, DoLS/restraints, complaints and compliments and clinical training compliance.
- * Review and support of quality audits – internal and external
- * Safeguarding Governor assurance report (including whistleblowing), monitoring of Single Central Record
- * Risk review relevant to this committee
- * Ensure any recommendations made are scrutinised in terms of equality and safeguarding.
- * Committee impact consideration
- * Scrutiny of Tier 1 policies relevant to this committee
- * Any other business

8. MINUTES

The Governance Manager or their deputy shall act as the clerk and record the minutes of each meeting.

Draft minutes shall be agreed by the Headteacher / Director of Social Care and Chair of the Safeguarding and Quality Standards Committee and then uploaded to the current portal “The Trust Governor” within 14 days after the meeting.

The minutes shall be approved at the subsequent committee meeting and signed by the chair.

9. ROLES AND RESPONSIBILITIES

Safeguarding and Quality Standards Committee Chair:

- * Support ELT lead in planning the agenda and papers required for each meeting.
- * Provide leadership to the committee and keep the meeting to time.
- * Ensure effective functioning of the committee facilitating decision making as required.
- * Facilitate constructive discussions, based on high challenge and high support.

Safeguarding and Quality Standards Committee Members:

- * Attend meetings and participate actively.
- * Review meeting materials in advance.
- * Act in the best interests of the charity and its stakeholders.
- * Maintain confidentiality as required.

Clerk:

- * Ensure compliance with statutory and regulatory requirements.
- * Prepare and circulate meeting agendas and documents.
- * Record and distribute meeting minutes and follow up any actions.

10. DECISION-MAKING

Decisions will usually be made by verbal agreement; a vote can be recorded if required. Decisions may also be made by email being circulated to all members and recorded in the minutes of the next meeting.

11. REVIEW AND AMENDMENTS

These Terms of Reference shall be agreed in the first Safeguarding and Quality Standards Committee meeting of the academic year, and reviewed annually thereafter. Any amendments must be approved by the Chair of the Safeguarding and Quality Standards Committee and the committee members.

12. EFFECTIVE DATE

Academic year 2024 - 2025

13. MEMBERSHIP

Governors & Trustees:

2 Trustee Appointed Governors
1 Trustee
Teacher Governor

In Attendance:

Headteacher
Director of Social Care
Head of Quality

Other senior managers as required