

# SHREWSBURY SCHOOL

## Education & Safeguarding Committee

### Constitution and Terms of Reference

#### 1. Constitution

The Education & Safeguarding Committee shall be appointed by and report to the Governing Body. It shall comprise at least four members of the Governing Body. Three members will form a quorum. The Nominated Safeguarding Governor shall be a member and the Staff Liaison Governor will normally be a member of this Committee. The Headmaster, Senior Deputy Head and Designated Safeguarding Lead (DSL) will normally attend meetings. The Deputy Head (Academic); Deputy Head (Pastoral) and Deputy Head (Co-curricular) will normally attend meetings. The Committee will invite members of staff to attend and/or give presentations as appropriate.

The Committee will normally meet at least three times a year. Agenda will be agreed by the Committee Chair and Senior Deputy Head. Minutes will be kept and circulated to the Full Governing Body.

#### 2. Terms of Reference

##### 2.1 Background and Overview

The Education and Safeguarding Committee carries out its work to support, guide and hold the school to account in its delivery of its educational aim and ethos as stated in the Ethos and Educational Philosophy statement (January 2020) and the Strategic Plan 2030.

This educational programme must take place in a safe, fully compliant, and properly regulated environment. The Committee therefore also fulfils the purpose of assisting the Governing Body in fulfilling its oversight responsibilities for Child Protection and Safeguarding at the School, and to provide additional support to the Nominated Safeguarding Governor.

##### 2.2 Objectives

The Committee has two overriding objectives of equal importance. The first objective (of the Committee) is to ensure that the Governing Body is informed on, and able to interpret, question and support educational practice and development at Shrewsbury School – maintaining regular and detailed communication between the Headmaster and their Leadership Team and other members of the Common Room on such matters.

The second objective (of the Committee) is also tasked with ensuring that the School has effective safeguarding policies which are appropriately implemented and that the Governing Body is provided with sufficient information to exercise their collective responsibility for safeguarding. Governors have a duty to ensure that policies are compliant with published legislation and regulations<sup>1</sup>.

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<sup>1</sup> The Prep School Committee will retain responsibility for Packwood Haugh safeguarding, reporting through to the main Governing Body.

### **3. Duties and Responsibilities**

The Committee will hear and discuss presentations from members of the Common Room on areas of interest identified by the Chair in conjunction with the Headmaster and their Leadership Team. The Committee is also tasked with a number of standing items for the agenda throughout the year:

- a. receiving and discussing reports on all public examinations, final destinations of pupils and any inspections which may have taken place during the academic year.
- b. receiving and discussing reports about the co-curricular achievements of pupils, major events or trips and the general well-being and welfare of the School community.
- c. receiving and discussing reports on educational reforms, new strategic initiatives or national and international trends in education.
- d. receiving and discussing reports on Staff Development and the progress of PGCE and ECT candidates as a statutory requirement for such training.

The Committee also has several essential duties with regard to safeguarding. During the course of the year the Committee shall undertake to:

- a. review the Child Protection and Safeguarding Policy (including a discussion of regulatory changes and confirmation that measures have been taken to ensure that staff and pupils are aware of the policy and that it is published on the School intranet and website).
- b. review the implementation of the Child Protection and Safeguarding Policy (considering evidence to demonstrate: training, effective reporting lines, reviews of any relevant complaints, working with the Shropshire Safeguarding Partnership).
- c. consider and reflect on recent cases or sector guidance (the Committee undertakes to question the DSL about recent safeguarding cases, identify any new trends and elicit views on what the school is doing to mitigate any evident risks). The Nominated Safeguarding Governor will also report back to the committee on any meetings he has had with the school's safeguarding team. The duties of the Nominated Safeguarding Governor are attached in Appendix A.

### **4. Agenda Setting and Review of Terms of Reference**

The agenda for meetings of the Education & Safeguarding Committee is constructed in consultation with other committee members, the Headmaster, Senior Deputy Head and other members of the Leadership Team where appropriate and shall be circulated in advance to persons attending the meeting.

The Committee will annually review and recommend changes to its Terms of Reference.

**Jonathan Leigh**  
**Committee Chair**  
**May 2024**

## **Job Description for Nominated Safeguarding Governor**

Shrewsbury School is committed to safeguarding and promoting the welfare of all pupils in its care. As part of this process the Governors have appointed a member of the Board to fulfil the role of 'Nominated Safeguarding Governor'. He/she will liaise closely with the Headmaster, the Designated Safeguarding Lead and other members of the Leadership Team. They will undertake any relevant training that is required to fulfil the role; key areas include Safer Recruitment, Online Safety, and familiarisation with updates on KCSIE and other Statutory Guidance.

As well as ensuring that the 'Constitution' and 'Terms of Reference' are adhered to the Nominated Safeguarding Governor's role will include the following;

- To lead on safeguarding discussions on the Education & Safeguarding Committee.
- To meet with the Headmaster and (separately) with the DSL at least once a term in order to review current Safeguarding practices and issues. In the event of a serious issue arising, the Chair of Governors and the Nominated Safeguarding Governor will both receive immediate updates from the Headmaster and/or the DSL.
- Whilst the Headmaster and DSL provide regular updates on safeguarding issues to the full Board of Governors, the Nominated Safeguarding Governor ensures that the safeguarding agenda is rooted in the School's ethos and is reviewed regularly by the Board.
- To undertake regular (at least annual) checks of the Single Central Record and write a formal report which will be distributed to the full Governing Body. As part of this check, they will examine a sample of approximately 6 staff files picked at random to help ensure compliance with best practice in safer recruitment. They will at that time invite the Headmaster or HR to raise any other issues on their mind in relation to Safeguarding and include these in the report as appropriate.
- To ensure the Deputy Designated Safeguarding Leads are suitably trained, and qualified, and involved in support of the DSL.
- To ensure staff and volunteers working at the school are appropriately checked and trained.
- To ensure the school maintains effective links with external agencies involved in safeguarding and child protection issues.
- To check that the procedures and systems for recording, storing and reviewing pupil welfare concerns are secure and effective.

**Jonathan Leigh**  
**Committee Chair**  
**May 2024**