

# TERMS OF REFERENCE

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## COVID-19 Oversight Committee

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### Oakdale School

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The COVID-19 Oversight Committee shall be a sub-committee of the Governing Board set up to consider COVID-19 specific matters and to review the Risk Assessments and plans to ensure the ongoing safety of wider opening of the school, operating within governing body committee regulations.

**Membership:** Membership of the Committee may include:

The Headteacher  
The Chair of Governors  
A Governor with responsibility for Health & Safety  
A Governor with responsibility for Finance & Personnel  
A Governor with responsibility for SEND  
A staff representative.

*It was agreed at first oversight meeting that all Governors would be invited to each meeting and we would ensure in advance that the meetings would be quorate and have a balance of areas of responsibility.*

**Chair:** The Chair of the Governing Board shall Chair the Committee. The GB can remove the Chair at any time.

**Quorum:** To consist of 3 governors.

**Meetings:** The Panel shall meet fortnightly Meetings should be held virtually.

**Agendas:** The Agenda for the Committee shall be circulated to all governors one week before the meeting by the Clerk or Chair of the Committee. Accompanying papers to be circulated to members of the Committee only.

**Minutes:** To be circulated to all Governors as soon as possible after the date of the meeting, or with the agenda papers for the next full Governing Body meeting. Minutes to include a brief summary of items discussed, decisions made and/or a record of any proposals/recommendations for the Governing Body to consider, and clear reasons for decisions taken.

### **Purpose of the Committee:**

The purpose of the Committee is to review the Risk Assessment formally every two weeks or sooner if there is a significant change in conditions or guidance; to ensure the school's wider opening continues in a safe and sensible manner; to consider and review all relevant national and local guidance.

The committee should endeavour to capture and record parent concerns for consideration as an element of the regular review process. The committee has delegated decision-making powers to receive and approve the recommendations of the Headteacher in relation to the wider opening of the school.

Specifically, the terms of reference of the COVID-19 Committee are:

- To provide support and guidance to the Headteacher on COVID-19 specific matters and particularly matters relating to the risk assessment and wider school opening
- To understand and gain the views of parents on wider school opening planning
- To review, fortnightly, the risk assessment and wider plans for school opening
- To continue to have regard to the National DfE guidance as well as receiving and considering all local guidance
- To continue to consider the impact of plans on protected groups under the Public Sector Equality Duty.