

Rainow Primary School

Caring, Learning, Achieving

TERMS OF REFERENCE FOR THE BUILDINGS AND PREMISES COMMITTEE OF THE SCHOOL GOVERNING BODY

CONSTITUTION:

The Membership of the Committee will be as agreed at the first full Governing Body meeting at the commencement of each academic year. Please note that the Headteacher cannot clerk a committee.

A quorum will be at least three Governors. The Chair of the Committee will be agreed by this sub-committee.

TERMS OF REFERENCE:

1 PREMISES

- 1.1 To review regularly the condition of the school buildings and prepare an appropriate annual maintenance plan to ensure they are kept in good order, having full regard to the Property Condition Survey/Asset Management Plan/advice of the LA.
- 1.2 To keep under review the Accessibility Plan for the school and to report to Governors on its implementation.
- 1.3 To make recommendations to the Finance Committee/Governing Body for any development works, so that these can be identified in the SSDP/Financial Plan.
- 1.4 To liaise with the Headteacher to ensure that efficient, effective and safe programmes are in operation for the following work:
Building and plant maintenance, premises/site security, cleaning, catering, grounds maintenance and disposal of waste.
To ensure that risk assessments for this are in place and are being complied with.
- 1.5 To ensure necessary tendering arrangements are carried out. To retrospectively review awards of tenders for capital projects up to and including 5k. To make recommendations to the Governing Body on the award of contracts. To ensure that the Local Authority Standing Orders on Financial Regulations are adhered to. To report, and have minuted, to the whole Governing Body should a quote other than the lowest be accepted. Any decision above 5K to be ratified by the full Governing Body or Chair of Governors.
- 1.6 To monitor and approve any lettings, in accordance with the policy of the Governing Body, having regard to any advice from the LA about regulations. To carry out an annual review of the Charging Policy in order to make recommendation for approval to the full Governing Body. Review the Lettings Policy at least every 4 years.

2 HEALTH AND SAFETY

2.1 To ensure that all Governors and Staff have access to health and safety policies, codes of practice, risk assessments and other health and safety procedures issued by the Council/LA specifically, but not limited to:

- Schools Health and Safety guidance
- Risk Management guidance
- School Visits Policy Document
- Asbestos Log
- Regulations for the Use of Vehicles

and that that the documents contained in them are consulted on and acted upon. Please Note: The Health and Safety information is also available on the LA Website.

To review regularly, and not less than every four years, the policies which are the responsibility of this committee on the master policy document, and to make recommendations for acceptance for the full Governing Body.

2.2 To liaise with the Headteacher and Chair of Governors:

- to prepare and review annually, (or at other times as necessary), the Health and Safety Policy and report against this information to the Governing Body termly.

2.3 To liaise with the Headteacher to ensure that:

- the school complies with health and safety legislation and Local Authority Health and Safety Policies
- monitoring occurs of the implementation of the Health and Safety Policy
- risk assessments for all work activities carrying a significant risk to health and safety are in place and reviewed at least annually
- all plant and equipment is serviced and maintained in compliance with the requirements of health and safety legislation, the Council's insurers and the Council's own policies regarding servicing and maintenance of equipment
- a full health and safety inspection of premises is carried out annually and recorded on the Health and Safety inspection Report Form, followed up and a copy of the report sent to the Council Health and Safety Team and to the full Governing Body
- the recommendations of reports of any health and safety audits carried out by the Council's Health and Safety Advisers are followed up and implemented as recommended
- all accidents, incidents, dangerous occurrences are reported to the Council on the Prime accident and incident reporting system and where appropriate are reported to the Health and Safety executive. To review all accident reports at least once termly and check that they have been investigated and that the appropriate remedial action has been taken to prevent a recurrence

3 To ensure minutes are taken at each meeting and circulated promptly to all members of the Governing Body and the Clerk to Governors. To ensure the minutes are available for visiting Local Authority Health and Safety Advisers when requested for audit purposes.

These terms of reference were agreed at the Buildings Committee Meeting, 5th November 2019. The composition of the committee and Terms of Reference will be reviewed annually.