



## **SITES AND BUILDINGS COMMITTEE**

### **TERMS OF REFERENCE**

#### **MEMBERSHIP**

The membership of the Committee shall be a minimum of four Governors, and should reflect the composition of the Full Governing Body, if possible.

The Headteacher may nominate another person, not necessarily a Governor, to act as his or her alternate on the Committee. Any such nominee shall be treated as though he/she is the Headteacher in respect of the functioning of the Committee for such time as the nomination applies. The nomination may be changed or withdrawn by the Headteacher at any time. Should the Headteacher attend a meeting also attended by his/her alternate, either, but not both of them may exercise a vote.

Additional non-voting members with particular knowledge or expertise may be co-opted onto the Committee for such period as the Committee decides. Co-opted members need not be Governors.

The Chair is to be elected by members of the Committee.

#### **QUORUM**

The quorum shall be three members (excluding any co-opted members).

#### **MEETINGS**

Meetings will be held as required but not less than one per term.

Meetings will normally be convened by, either the Clerk to the Governing Body on behalf of the Committee Chair, or by a decision of the Full Governing Body. In either case, notice of the meeting will be issued between seven and fourteen days before the meeting, together with details of the purpose of the meeting and the necessary supporting information. However, providing the details of the purpose of the meeting and the necessary supporting information can be prepared to give sufficient time for Committee members to read it before the meeting, a shorter notice period may be agreed by the Chair of the Committee.

The role of the Secretary to the Committee will normally be undertaken by the Clerk to the Governors, but may be carried out by a nominated member of the Committee.

#### **KEY FUNCTIONS OF THE COMMITTEE**

1. To create and oversee a maintenance/improvement programme for the school site and buildings.
2. To liaise with Staff and Finance on all proposed expenditure to ensure that budgetary constraints are taken into account, and to obtain FGB approval when required.
3. To ensure the Health and Safety of all persons using the school site and buildings, including access to and from the Children's Centre and Pre-School.

4. To oversee facilities run by the Colleton PTA on the school site and utilised for school purposes, e.g. the Swimming Pool.

In carrying out these functions, the Committee must always act in accordance with decisions made by the FGB.

### **MANDATORY TASKS OF THE COMMITTEE:**

#### **SITE**

1. To oversee the management of the site upon which the school buildings are situated, including fences, trees and playing fields, but excluding the boundary fences of the Children's Centre and the Pre-School.
2. To instigate and monitor all activities on the school site, ensuring that any building projects result in aesthetic or functional improvements.
3. To specify and oversee any contracts for maintenance, ensuring best value principles are applied.
4. To liaise with Staff and Finance when negotiating the placement of any new contract to ensure that budgetary constraints are fully taken into account.

#### **BUILDINGS**

1. To devise a maintenance programme for all aspects of the school, to obtain quotations for any work envisaged, and to liaise with Staff and Finance regarding any budgetary constraints.
2. To seek to maintain, improve and extend the fixtures and fittings within the school, thus ensuring that the most modern facilities are in place to fulfil the requirements of the curriculum.
3. To monitor the cleaning of the school premises to ensure that the overall appearance of the school is enhanced, whilst meeting Health and Safety requirements.
4. To report to the FGB on a regular basis the status of all projects.
5. To ensure that Parents and other relevant parties are notified about matters that affect them, and are informed of progress in a timely manner.

#### **COLLETON PTA FACILITIES**

Maintenance of the school swimming pool is the joint responsibility of the school and the Colleton PTA, but this Committee shall monitor those facilities which are also used for school purposes to ensure that they are maintained in a satisfactory condition and meet the relevant legal and Health and Safety requirements.

#### **HEALTH AND SAFETY**

1. To ensure adherence to the WBC Health and Safety Policy, and the guidelines in the WBC H&S Manual, which have been adopted by the school following recommendation by this Committee and agreement by the FGB.

2. To ensure that all areas of the site, including the school kitchen, all buildings and all fixtures and fittings within and around the site are secure, safe and installed in accordance with current regulations, by contractors who are fully insured and aware of H&S regulations currently in force.
3. To ensure that any installation, fixture or fitting is correctly maintained, that correct fuses are installed, that operating procedures are being followed, and the staff are correctly informed or trained in the use and day to day maintenance of the equipment they use. (See WBC Health and Safety Manual.)
4. To ensure that fire fighting appliances and fire alarm systems are properly maintained by the appropriate contractors at the intervals laid down by current regulations, or by manufacturers of the equipment, where relevant, and that emergency lighting and safety signs are provided and properly maintained.
5. To monitor the provision of various services to the school premises, and where appropriate, to ensure that they meet health and safety requirements.
6. To ensure that the provision of First Aid equipment and suitably trained personnel are available at any time to meet the needs of the pupils and staff in the school, in accordance with statutory requirements.

### **POLICIES**

1. To review and approve the schedule of policies delegated by FGB to this Committee - App 1.

### **COMMITTEE AND COMMITTEE MEMBER RESPONSIBILITIES**

#### **TRAINING**

Committee members are expected to make themselves available to attend relevant training courses and meetings to keep their knowledge up to date.

#### **DELEGATED POWERS**

The Committee will ensure that its Terms of Reference covers all matters delegated to it by the Statement of Delegation approved by the FGB. The TOR will be reviewed annually by the Committee and approved by FGB.

#### **MINUTES**

Minutes of Committee meetings will be circulated to all governors and other interested parties by the Committee Secretary. The Committee Chair will make a verbal report to the FGB explaining any decisions and actions taken. Any disputes between committees will be resolved by the Full Governing Body.

Reviewed: 29<sup>th</sup> September 2020  
 Ratified: 18<sup>th</sup> November 2020  
 Review: Annually in Autumn Term

**APPENDIX 1**

**SCHEDULE OF POLICIES**

1. Accessibility (to be approved by the FGB)
2. Health and Safety (The school has adopted the Wokingham Borough Council's Health and Safety Manual)
3. Lone working
4. Medicine/supporting pupils with medical needs (to be approved by the FGB)
5. Physical Intervention
6. Violence at work
7. Work at height