

Terms of Reference for the Sites and Building Committee of the Governing Body of Willand School

Membership:

Richard Carswell
Lee Cottrell
Anne Hawkins
Simon Talbot
Wendy Upham

Associate Members:

None

Quorum:

3 one of which must be the Headteacher or a substitute nominated by him/her. A substitute may not vote.

Chair of Committee:

Lee Cottrell

Clerk of Committee:

Angela Hills

Meeting dates for Academic year 2017/18:

19th October 2017
18th January 2018
8th March 2018
22nd May 2018
28th June 2018

Agreed at meeting of full Governing Body 29th September 2016

Date of review: September 2017

Matters of Urgency

These may be dealt with by the Chair of Governors, Chair of the Committee and Headteacher and reported to the next meeting of Committee or Full Governing Body

The Governing Body's responsibilities for resources:

The Governing Body has responsibility to ensure that the resources allocated to our school are used to ensure the best provision for the pupils. The Governing Body recognises that it is accountable for the way in which resources are used and is committed to carrying out this responsibility honestly, transparently and with integrity. The committee has delegated responsibility from the governing body to fulfil the responsibilities of the Governing Body as specifically itemised below. The committee will operate in accordance with the provisions of the Scheme for Financing Schools (the LMS Scheme), Minimum Standards Financial Regulations to maintain effective arrangements for the efficient deployment of school resources

Best Value

Where possible and reasonable the Governing Body will ensure the principles of Best Value are followed when making decisions.

The principles of Best Value are:

- Challenge - why, how and by whom an activity is carried out;
- Compare - performance against other schools and between parts of each school;
- Consult - involving stakeholders, especially pupils and parents;
- Compete - as a means of securing efficient and effective services.

Decision or Recommendation

D= decision to be taken by the committee and reported to the full GB in the minutes

R= the committee to bring recommendation to a meeting of the full GB for a decision

Policies that are delegated to this committee

Accessibility Plan (Statutory)

Business Continuity Plan

Emergency Management Plan

Fire

Health and Safety Policy (Statutory)

Premises

Duties which are delegated to this governor / this committee:

Governing bodies may use their powers to delegate functions and decisions to committees or individual governors. It is the overall governing body, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governors' Handbook, September 2014.)

To assist the head(teacher) and discharge the responsibilities of the governing body on matters relating to the school premises and grounds, security and environment.	D
To ensure an annual inspection of the premises and grounds is carried out and reported; receive reports from staff and agree a statement of priorities for maintenance and improvement (with reference to the Asset Management Plan).	D
To agree the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.	D
To oversee the preparation and implementation of contracts, ensuring best value (see above) principles are adhered to.	D
To agree, evaluate and review the schools Accessibility Plan	D
Review catering/school meals nutritional policy. Re-affirm food standards in line with statutory duties.	D

Health and Safety and Welfare

Duties which are delegated to this committee:

Governing bodies may use their powers to delegate functions and decisions to committees or individual governors. It is the overall governing body, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governors' Handbook, September 2014.)

To assist the headteacher and discharge the responsibilities of the governing body on matters relating to Health and Safety issues within the school	D
To consider the advice and recommendations and the model Health and Safety Policy supplied by the Local Authority and to agree and keep under review a Health and Safety Policy for the school	D
To ensure that the necessary school management organisation is in place to implement the school's Health and Safety Policy	D
To monitor the effectiveness of the school's Health and Safety arrangements	D
Ensure that appropriate risk assessments, including annual fire risk assessment, take place and are acted upon	D
Ensure that the free school meal provision is being met	D
Ensure that nominated First Aiders have appropriate training which is kept up to date.	D