

Mortimer St. John's Church of England Infant School

Terms Of Reference			
TOR Number	Buildings & Grounds	Date of Issue	January 2019
		Review Date	September 2019
		Issue Number	11

MORTIMER ST JOHN'S CE INFANT SCHOOL **TERMS OF REFERENCE - BUILDINGS AND GROUNDS COMMITTEE**

Membership

The committee will be elected annually at the first meeting of the Governing Body of each academic year.

The committee will consist of at least three Governors in addition to the Headteacher (or her representative). The chair of the committee and the clerk will be elected annually at the first meeting of the committee.

2018/2019 Committee –

Mrs N Sumner
Mrs L Read (School Business Manager)
Mr J Bull
Mrs S Hillier
Mr J West
Mr R Bourne
Mrs G Rook

Meetings

The committee is to meet at least once each term (six times a year). A quorum is at least two governors and the headteacher (or representative). The School Business Manager also attends the Buildings and Grounds meetings.

Powers

The committee will consider issues relevant to its stated objectives and make recommendations to the full Governing body.

The committee has the power to renew and approve the policy documents stated in the objectives. The committee chair will sign the approved policies.

AIMS

- To continue a programme of maintaining the condition of the school and grounds.
- To ensure that the buildings comply with the Health and Safety legal standards.
- To advise on developments necessary to improve the school accommodation.
- To advise the governing body of all proposals and obtain approval for all actions.
- To ensure all works are within the annual budget or obtain the governing body's approval for additional items of expenditure.

OBJECTIVES

- To carry out an inspection of the buildings and grounds each term and report observations to the School Business Manager.
- To monitor Health & Safety procedures, documentation, risk assessments, servicing, etc.
- To monitor the performance of the cleaning contractors.
- To monitor the performance of the grounds maintenance.
- To monitor the necessary documentation to demonstrate the proposed improvements to the premises including cost information.
- To advise the governing body of all building and ground expenditure outside the agreed annual budget.

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- To monitor the following policies:

Policy	Date of review
Accessibility Plan	March 2021
Arson	November 2019
Asbestos Management Procedure	January 2019
External Contractors	March 2019
First Aid	January 2023
Health and Safety	May 2019
Legionella	May 2019
Lone Working	March 2020
Lunchtime Carers	March 2023
No Smoking	November 2020
Offsite Activities	May 2020
Security In School	March 2019
Supporting Pupils With Special Medical Needs	June 2019
Terms Of Reference	November 2019
West Berkshire Local Authority Health and Safety Regulations	May 2019
Working At Heights Guidelines	March 2020

A governor who is not a member of a B&G committee may attend a committee meeting by prior arrangement with the chair of that committee, on matters of mutual interest. This must be agreed in advance and be planned for on the Agenda. The governor will have no voting rights.

Chair of Buildings and Grounds Committee

Date