

Terms of Reference 2019

Governors' Site and Buildings Sub-Committee

Membership:

- The Committee consists of not less than four Governors plus the Headteacher
- SLT representative: Director of Finance & Operations
- The Sub-Committee may make recommendations to the governing body for the co-option of non-voting members.
- The Headteacher or his representative has full voting rights.
- No member of the school staff can be Chair of the Sub-Committee.

SLT Link: Director of Finance & Operations

Quorum: Three voting members including the Headteacher or SLT representative.

Meetings: A minimum of six meetings per academic year with at least one meeting per term.

Special Considerations

The Headteacher and/or Director of Finance & Operations can make any urgent decisions required having sought the agreement of the chair of the sub committee first. A written report will be made to the next meeting.

Governors who may have a vested interest in the procurement of services may not take part in any discussions or votes.

Guiding Principles:

The governors believe that staff and students deserve the very best facilities and working conditions in order to achieve and perform at the highest level.

Terms of Reference

- To consider any in year applications for a place at Kingsmead, received when this committee is scheduled to meet
- To develop and maintain buildings, grounds, furniture, fixtures and equipment (including the school minibus) in order to assist the school in meeting its educational aims and objectives.
- To develop, monitor and evaluate all relevant sections of the School Development Plan as required
- To ensure best value principles in all areas.
- The Sub-Committee will work and develop a 5 year strategic refurbishment, maintenance and development programme which reflects the needs outlined in the School Development Plan.
- To ensure the health and safety of students, staff, visitors and other users of the school facilities and to meet the requirements of all relevant Health and Safety legislation.
- To establish, monitor and evaluate the Health and Safety policy.
- To manage the funds allocated by the Governors in an efficient and effective manner ensuring value for money in all contracted works and purchases.
- To recommend to the Governors' Finance Sub-Committee the spending requirements of the committee in order to meet its terms of reference.
- To report to the full Governing Body on the works and priorities of the Site and Buildings Sub-Committee as required.
- To establish, monitor and evaluate the work of in house catering and grounds contractors
- To monitor efficient and effective use of utilities.
- To receive regular reports from the Director of Finance & Operations on this specific area in the school