

## **Woodbank Primary School**

### **School Facilities**

(Buildings and Premises)

#### **Terms of Reference**

- Membership:** At least 3 governors, one of whom will act as chair.
- Chair:** To be appointed by the full governing body. The governing body may remove the chair at any time.
- Quorum:** 3 governors
- Meetings:** At least once each term and otherwise as required.
- Agendas:** To be agreed by the chair of the committee and circulated to all governors at least one week before the meeting. Accompanying papers to be circulated to members of the committee only.
- Minutes:** To be circulated to all governors as soon as possible after the date of the meeting. Minutes to include a brief summary of items discussed, decisions made and/or a record of any proposals/recommendations for the governing body to consider, clear reasons for decisions taken and where relevant date to be achieved.
- Review:** Membership, terms of reference and working procedures to be reviewed annually at the autumn term governing body meeting.

The School Facilities Committee is responsible for monitoring the state of the fabric, environment and grounds of the school; ensuring all policies and procedures are in place and are followed, as required under health and safety legislation, including those related to routine maintenance and larger projects; ensuring that all school trips take place in accordance with all the legislation, guidance, and school adopted policies, related to educational visits.

#### **Information available from:**

- Health & safety policies
- Risk assessments
- Business manager
- Site manager
- Health & Safety Planner
- Health & Safety Walk Reports

#### **Remit**

- To provide support and guidance to the headteacher on all matters relating to the school premises and grounds, and health and safety.

- To be aware of the specific responsibilities of governors in regard to premises and to ensure that the local authority is informed of any matters for which it has responsibility.
- To review the costs, and arrangements, for maintenance, repairs and redecoration and the contracts associated with these functions.
- To inspect the premises and grounds, at least annually (ideally once per term) and prepare a report on their condition with a proposed order of priority for maintenance and development, in accordance with the priorities identified within the school asset management plan. (AMP)
- To monitor the implementation of the asset management plan.
- To provide support and guidance to the headteacher on matters relating to refurbishment/adaptation/alteration/extension projects including:
  - Health & safety requirements
  - Planning requirements
  - Building regulation requirements
  - Department for Education requirements
  - Disability Discrimination Act guidance
  - Ensuring that the school asset management plan is updated
  - Notification of projects to the Children's Services Directorate health & safety section
  - Ensuring all contractors are competent and that adequate insurance is taken out

#### Health & Safety Function

- To review annually the school's health & safety policy and make any necessary decisions and/or recommendations to the governing body.
- To undertake an annual health & safety audit of school premises and make a report to the governing body, and to receive regular reports from school staff.
- To ensure that the school complies with current H & S legislation and associated regulations such as Control of Asbestos 2006, Construction (Design and Management) Regulations 2007 and Environmental Protection Act 1990.
- To ensure that the school has an educational visits policy in place and that the school organises such visits in a way that complies with guidelines issued.
- To ensure that the school has an emergency plan and business continuity plan agreed and in place, and that this is reviewed every 12 months.
- To monitor that school security policies and practices are in place and that the school community are made aware of such policies and practices.
- To ensure that all persons working at, or visiting, the school site are aware of the relevant health, safety and security requirements.
- To ensure that all new school staff undertake the relevant health & safety and security induction training.
- To ensure that governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990.

- To prepare a lettings policy (if appropriate) for the approval of the governing body-NB currently pay SLA for this service.
- To consider and make recommendations of risk management and insurance arrangements with regard to vandalism, and other matters relating to the security of the premises.
- To monitor all accidents which take place on the school site, and take appropriate and timely action as and when necessary.
- To contribute to the school improvement/development plan as appropriate.

NB: the day to day management of the safety of staff/pupils and visitors to school during normal school activities is primarily the responsibility of the headteacher.

Useful documents:

LA health & safety policy

School health & safety policy

School improvement/development plan

Latest school surveys for asbestos, legionella, etc.

Emergency plan

Educational visits policy/guidelines

Good Estate Management Toolkit

*This list is not exhaustive*

Date: October 2015

Reviewed: October 2016

Reviewed: October 2017

Reviewed: October 2018