



Christleton Primary School
Be the best you can be

Buildings and Maintenance
Terms of Reference

Christleton Primary School
Learning and Teaching Committee
Terms of Reference

Introduction

The Buildings and Maintenance Committee shall work in consultation with the Headteacher to exercise oversight of:

All matters relating to the health and safety

The upkeep of the school building and fabric of the buildings

The development of new capital projects

The committee shall take full account of the school's educational priorities as set out in the School Development Plan. .

Membership

The Committee shall determine, and review annually at the first meeting of the school year, the terms of reference and membership of the committee ☐

Associate members may be members of the Committee but the majority of committee members shall be governors.

Membership shall include a minimum of three governors and the Headteacher

Quorum for the Committee is 3.

Chairing

The committee shall elect a chair at the first meeting of each school year.

Meetings

The committee shall meet at least once a term and more often if required.

Clerking

The governing body shall appoint a clerk to the committee. This cannot be the Headteacher, but committee members may clerk in the absence of the appointed clerk. The Board of Governors has bought in the clerking service from Edsential for all of its meetings, and Jacqui Critchley is the nominated clerk.

Terms of Reference

1. To advise the Governing Body on all matters relating to its statutory duty with regard to Health and Safety and the environment, including third parties and including compliance with any legislation in relation to buildings, including risk assessments.

2. To advise the Governing Body on the condition, operation and structure of the buildings; and the condition of the whole school site, including pathways, playing fields, car park and playgrounds. .

3. To advise the Governing Body on matters relating to building modifications and plans for building construction.

4. To prepare a lettings policy for the approval of the governing body and oversee its implementation.

5. To approve the letting of maintenance contracts for all premises work on behalf of the Governing Body.

6. To approve the letting of the site contracts for cleaning and grounds maintenance, also for building repairs and or any new building work, and to advise the Governing Body of their operation and progress.

7. To advise the Governing Body on a building maintenance programme, together with budgets.

8. To advise the Governing Body on matters relating to community use,

9. To report to the full governing body at each of its meetings

Reviewed

May 2017

Signed by Chair of Committee