

Terms of Reference for the Premises Committee of the Governing Board of Dartington C of E Primary School

Membership: See Appendix for names of members, Chair and Clerk

Quorum: 3

Agreed at meeting of the full governing board on: 19th September 2018

Review date: *September 2019*

Withdrawal

Any governor/trustee or associate member employed to work at the school, other than the headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed. Any governor/trustee or associate member must withdraw where there may be a conflict of interests with items declared on the 'Register of Business Interests' form. The clerk must withdraw if his or her pay or performance is being discussed.

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 the committee or full governing board.

Delegation

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

The governing board responsibilities for Premises

The governing board has responsibility for 'Overseeing the financial performance of the school and making sure its money is well spent' (Governance Handbook). Governing boards are responsible for making sure their school's money is well spent. They should do this by making sure they have at least one governor/trustee with specific skills and experience of financial matters, and by asking questions such as:

- Are we allocating our resources in line with our strategic priorities?
- Are we making full use of all our assets and efficient use of all our financial resources?
- Are other schools buying things cheaper or getting better results with less spending per pupil?
- How can we get better value for money from our budget?
- Do we have the right staff and the right development and reward arrangements?
- What is the school's approach to implementation of pay reform and performance related pay? If appropriate, is it compliant with the most up to date version of the School Teachers' Pay and Conditions Document?

The governing board recognises that it is accountable for the way in which resources are used and it is committed to carrying out this responsibility honestly, transparently and with integrity. The committee has delegated responsibility from the governing board to fulfil the responsibilities of the governing board as specifically itemised below. The committee will operate in accordance with the provisions of the Schools

Financial Value Standard (SFVS) to maintain effective arrangements for the efficient deployment of school resources.

Best Value

The governing board 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.

Levels of Delegation - Decision or Recommendation

D = **decision** to be taken by the committee and reported to the full governing board in the minutes.

R = the committee to make a **recommendation** to the full governing board, who will make the decision.

Premises

Policies and Documents delegated to this committee:

- Lettings Policy (Statutory)
- Premises Policies – VA/Foundation schools only
- Accessibility Plan (Statutory)

Duties which are delegated to this committee:

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| To assist the headteacher and discharge the responsibilities of the governing board 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 a lettings policy. | D |
| To agree, evaluate and review the schools Accessibility Plan | D |

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| Review catering/school meals/ vending machines/ nutritional policy. Re-affirm food standards in line with statutory duties. | D |
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Health and Safety and Welfare

Policies and Documents delegated to this committee:

- Health and Safety Policy (Statutory)

Duties which are delegated to this committee:

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| To assist the headteacher and discharge the responsibilities of the governing board 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 |
| To ensure that safeguarding requirements are met in line with national legislation and local guidance | 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 |