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## **Terms of Reference for the Governors Buildings, Site and Health and Safety Committee**

### **Membership**

The Governors at Ellesmere College 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 from the full governing body.

Membership shall include:-

- 3 Governors
- Principal
- Premises Officer
- Associated members as appropriate

### **Chairing**

A chair of the committee will be appointed by this committee. If no chairperson is in place, a temporary chair will be elected for each meeting.

### **Attendance**

Members of the committee may allow other persons to attend meetings as appropriate.

### **Quorum**

There must be at least three governors to be quorum on this committee.

### **Meeting Schedule**

The committee shall meet three times per year, and will take place the 2 weeks prior to the full governors meetings.

## Terms of Reference

### Buildings

- To review the security requirements of the school annually
- To place proposals to the Governing Body for expenditure on Capital Funding and Maintenance expenditure and ensure that maintenance and decoration, in line with the agreed financial allocations is carried out
- To monitor the conditions of the College premises and grounds regularly and report to the Governing Body on general repair and maintenance
- To be fully informed of any necessary insurance and liaising with the Finance Committee to ensure that premiums are paid when required
- To consider the Lettings Policy and charges and advise the Governing Body on such matters
- To use comparative statistical data in order to compare the school with similar sized schools for costs on electricity/water/telephone costs
- To monitor the work of Leicester City Council and external contractors in the preparation and implementation of contracts
- To liaise with the Local Authority about any matters concerning the school premises and grounds
- The check that the College Inventory is maintained to a satisfactory standard on an annual basis

### Health & Safety

- To assist in the formulation and review of the College Health & Safety Policy, associated arrangements and codes of practice including those dealing with college security and safety and ensure that procedures for implementing the Health & Safety Policy are in place and are followed
- To ensure that an annual risk assessment of the premises is carried out, to make regular assessments of any risk factors which may put the health, safety and welfare of staff, students and visitors at risk and to monitor and evaluate safety outcomes, i.e. risk assessment, reports/accidents statistics/near misses
- To ensure that a fire drill/evacuation is carried out at least once per term
- To ensure that any policy amendments put to the Governing Body comply with legislation and the Local Education Authority guidance
- To closely monitor all safeguarding aspects of the college for students, staff and visitors

### Accessibility

- To recommend to the Governing Body reasonable adjustments to allow access and use of the premises by the disabled.
- This committee will report to the full governing body three times annually.

November 2018