

Lunesdale Learning Trust

Buildings & Grounds Committee

Terms of Reference

Membership	Mrs Dawn Osliff (Vice Chair of Governors), Ms C O'Neill (Exec Head), Mrs J Bargh (Governor), Ms H Rucastle (Governor), Mr B Brooks (Governor), Mrs A Johnson (COO),
Chair	Mrs Dawn Osliff
Quorum	3
Committee dates for the academic year	7 November 2023, 6 February 2024, 14 May 2024
Matters of Urgency	These may be dealt with by the Chair of Governors, Chair of Committee and Executive Headteacher and reported to the next meeting of the Committee or the Full Governing Body
Committee responsibilities	<p>Premises</p> <ul style="list-style-type: none"> - To assist MAT Exec with matters relating to the school premises and grounds, security and environment. - To ensure an annual inspection of the premises and grounds is carried out and reported - To agree arrangements for maintenance, repairs and redecoration - To oversee the preparation and implementation of contracts, ensuring best value principles are adhered to. - To create a project committee where necessary to oversee any major developments. - To agree, evaluate and review the schools Accessibility Plan - Monitor community use of premises and lettings policy - Assist the school in seeking and applying for any funding that may be available - When appropriate under the Financial Scheme of Delegation, make decisions on school contracts, working to the principle of 'best value', while taking into account the level of expertise required. <p>Health & Safety</p> <ul style="list-style-type: none"> - To review, adopt and monitor a Health and Safety policy - Ensure that appropriate risk assessments, including annual fire risk assessment, take place and are acted upon - Ensure that nominated First Aiders have appropriate training which is kept up to date. - To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.

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	<ul style="list-style-type: none"> - To arrange professional surveys and emergency work as necessary. - To establish and keep under review an Accessibility Plan
Policies:	<p>Accessibility Plan/Accessibility Policy Asset Management Policy CCTV Procedures (to be incorporated into Data Protection Policy) Fire Safety Procedures Insurance Arrangements Lettings Policy School Trips Policy Visitors in School Procedures</p>
Risks:	<p>There are currently 3 risks assigned to this committee on the Risk Register:</p> <p><u>Risk 30</u> – Failure of Trust/school to comply with legislative requirements <u>Risk 33</u> – Failure to Ensure that the Trust/School comply with employee legislation, Health and safety legislation <u>Risk 34</u> – Failure to ensure that Trust/school comply with environmental legislation</p>
<p>Governance Professional to the Committee Date adopted Date to be reviewed</p>	<p>Alison Bulman 7 November 2023 Term 1 2024</p>