

The Mortimer Federation of St. John's and St. Mary's

Terms of Reference Building and Ground Committee			
TOR Number		Date of Issue	November 2020
		Review Date	November 2021
		Issue Number	2

THE MORTIMER FEDERATION OF ST. JOHN'S AND ST. MARY'S **TERMS OF REFERENCE – BUILDINGS AND GROUNDS COMMITTEE**

Membership

The committee will be elected annually.

The committee will consist of at least three Governors in addition to the Executive Headteacher (or their representative). The chair of the committee and the clerk will be elected annually at the first meeting of the committee.

Members for 2020-2021 are: Mr Richard Bourne, Mr John Bull, Father Derek Spears, Mr Hakan Onur, Mrs Marjorie McClure, Mrs Gemma Rook, Mrs Nicola Sumner, Mrs Lorraine Read, Mrs Julie Joaniddes.

Meetings

The committee is to meet at least five times a year. A quorum is at least two governors and the headteacher (or representative). The meetings will alternate between the different sites or be carried out via Microsoft Teams.

Powers

The committee will consider issues relevant to its stated objectives and make recommendations to the full Governing Board.

The committee has the power to renew and approve the policy documents stated in the objectives. The committee chair will sign the approved policies.

AIMS

- To continue a programme of maintaining the condition of the school and grounds.
- To ensure that the buildings comply with the Health and Safety legal standards.
- To advise on developments necessary to improve the school accommodation.
- To advise the governing Board of all proposals and obtain approval for all actions.
- To ensure all works are within the annual budget or obtain the governing Board's approval for additional items of expenditure.

OBJECTIVES

- To carry out an inspection of the buildings and grounds each term and report observations to the School Business Manager.
- To monitor Health & Safety procedures, documentation, risk assessments, servicing, etc.
- To monitor the performance of the cleaning contractors.
- To monitor the performance of the grounds maintenance.
- To monitor the necessary documentation to demonstrate the proposed improvements to the premises including cost information.
- To advise the governing Board of all building and ground expenditure outside the agreed annual budget.
- To amend the following policies to ensure that they are relevant to both schools:

Policy	Date of review
Accessibility Plan	November 2023
Arson	January 2021

The Mortimer Federation of St. John's and St. Mary's

Terms of Reference Building and Ground Committee			
TOR Number		Date of Issue	November 2020
		Review Date	November 2021
		Issue Number	2

Asbestos Management Procedure	November 2024
External Contractors	November 2024
First Aid	September 2025
Health and Safety	June 2021
Legionella	November 2021
Lone Working	March 2025
Lunchtime Carers	March 2023
MSM Safe Use of Swimming Pool	November 2022
Offsite Activities	November 2022
Practising First Aid During Covid-19	June 2021
Security in School	November 2024
Supporting Pupils with Special Medical Needs	May 2022
Terms of Reference	November 2021
West Berkshire Local Authority Health and Safety Regulations	June 2021
Working at Height Guidelines	March 2025

A governor who is not a member of a Buildings and Grounds committee may attend a committee meeting by prior arrangement with the chair of that committee, on matters of mutual interest. This must be agreed in advance and be planned for on the Agenda. The governor will have no voting rights.

Chair of Buildings and Grounds Committee

Date

Share Your Light
Impartias Lucem Tuam

Matthew 25:29 "For whoever has will be given more, and they will have an abundance"