

Terms of reference: Property Committee

- In consultation with the Headteacher, to identify costs associated with property related projects and maintenance contracts to support the first formal budget plan of the Financial year.
- To establish and maintain an up to date property management and maintenance plan.
- To ensure that targets are set and monitored for property items and evidence is provided that milestones are met.
- A programme must be established to evaluate the impact of strategic decisions relating to large property projects, services and the infrastructure of the school.
- To prepare and report to the governing body a position statement including expenditure decisions made or recommended by the property committee at least termly. Report significant unexpected cost variance from the anticipated budget position to the governing body.
- To ensure that the school operates within the health and safety regulations and guidance of the County Council by actively monitoring the condition of the building and completing action points from the annual LA school inspection.
- To ensure, as far as is practical, that identified Health and Safety issues and findings of any H&S related incident reports are appropriately prioritised and discharged.
- To oversee the management of Regulatory Reform Fire Safety Order.
- To monitor expenditure of all funds devolved from the budget for property management on behalf of the governing body.
- To annually review relevant policies and recommend amendments or acceptance to the full governing body. The content must also support the schools aims and values.
- To make decisions in respect of service agreements and property maintenance contracts.
- To ensure that property priorities in the school development plan are appropriately assessed and an action plan constructed to discharge them.
- A report will be produced following every committee meeting and the minutes will be fed back to the governing body.

Terms of reference agreed by the governing body on: 12 May 2016

Governors currently appointed appointed to the committee:

Adrian Thompson, Richard Tocknell, Stuart Bill, Jon Slattery; Jon Sutton

Voting rights: full voting rights to all committee members with Chair having deciding vote if necessary.

Disqualification:

- Any relevant person employed to work at the school other than as the Headteacher.
- When the subject for consideration causes any conflict of interest for any person on the committee who may also be employed to work at the school following successful tendering for work.

Chair of the committee: Jon Slattery

Clerk to the committee: Carolyn Clarke

Quorum :(Minimum of 3 full governors, committee can determine a higher number or co-opt a governor if required for specific and relevant skill set).

Date of review by governing body: May 2018