

Governing body of Ivel Valley School

Estates Committee Terms of Reference

Purpose: To oversee issues, including statutory obligations and compliance with Central Bedfordshire Council documentation, relating to the use of premises, grounds, extended school facilities, school owned transport and non-educational equipment.

Membership: Five governors, including the Principal. A chair/vice chair will be elected annually to the committee. The clerk to governors will attend. Associate governors are the school business manager, vice and assistant principals.

Quorum: Three full governors. Associate governors do not have voting rights.

Meetings: The committee will meet at least three times a year. Minutes of the committee's meetings will be shared with the board and made available to the public.

Should the chair be unavailable the vice-chair will step up or a temporary chair will be elected for that meeting.

Policies and compliance: The committee will review and ratify the following policies and plans:

Policies	Plans
Health and Safety (S)	School Accessibility (S)
Fire Safety	Emergency
Manual Handling	Business Contingency
School Security	Asbestos management
Asset Management	Premises Management Documents
School owned or operated vehicle	

Monitoring: The committee will be responsible for:

Receiving and reviewing termly reports on:

- Maintenance checks on premises and grounds to identify essential remedial works
- Health and Safety checks of the premises and grounds
- Fire evacuation procedures and practices
- Accidents, lessons learnt and remedial actions

To oversee and monitor:

- Repair, maintenance/refurbishment of premises, grounds, essential non-educational equipment and school owned vehicles
- Gas, electricity and portable electrical safety checking and testing.
- Usage of gas/electricity and associated budget allocations to ensure effective energy management and eliminate wastage
- Safe custody and administration of drugs and medicines
- Cleaning and grounds maintenance
- Effectiveness/value for money of maintenance, repair or service contracts or service level agreements
- To make recommendations to the General management Committee on budget allocations for repairs and maintenance
- To consider request for the use of school premises by external agencies out of school hours
- Planning/delivery of new builds and refurbishments
- Future planning

Approved by the governing board:

Date: 30th September 2019

Adopted by the Estates Committee: 30.9.19

Next review date: September 2020