

St Michael's Catholic College
Premises, BSF & H&S Committee
Terms of Reference and Delegation 2017-18

Quorum: 3 members

| ROLE/FUNCTION | |
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| 1.1 | <p>Site & Building: Exercise strategic oversight of the College's site and premises management function by:</p> <ul style="list-style-type: none"> • Monitoring the existing building, new building and possible future building plans and associated programmes/projects, including bidding processes • overseeing premises-related funding bids approving works for maintenance, repairs and redecoration within the budget allocation • overseeing, progressing, and monitoring capital building works • overseeing arrangements for repairs and maintenance • to approve plans (e.g. asset management plans) for the improvement and maintenance of the premises and grounds within the budget allocation • to determine, within the budget allocation, the provision of services relating to facilities management and grounds maintenance (including the approval and monitoring of any such contracts for such services). |
| 1.2 | <p>Health & Safety: Exercise strategic oversight and monitoring of health and safety standards by ensuring that:</p> <ul style="list-style-type: none"> • inspections of the College premises are regularly carried out and followed up • health and safety monitoring processes are in place, including health and safety inspections, risk assessments, and systems for rectifying identified faults • the College has the designated staff with health and safety responsibilities • the site and school building is safe and secure at all times. |
| 1.3 | <p>Safeguarding: Exercise strategic oversight of the College's safeguarding by consideration of the following:</p> <ul style="list-style-type: none"> • Assessing the well-being of students from a whole child perspective • Review of the implementation of the Safeguarding Policy • The Safeguarding support which is given to pupils and discussion of the high- level themes • Consideration of SMSC (Social, Moral, Spiritual and Cultural) policy implementation • Bullying and E-Safety • The types of issues faced by students and steps taken by the School to address and mitigate these • Trends in behaviour issues and how these were managed |
| 1.4 | <p>Policies: Draft, monitor and review the following College policies (or similar):</p> <ul style="list-style-type: none"> • Site Accessibility Plan • Health and Safety Policy and associated procedures • Building Development Plan • Critical Emergencies Management Plan • Emergency Evacuation Procedures • Lettings • Risk Register • Asset Register and associated asset management documents. |
| 1.5 | <p>Lettings: Approve lettings and tenancy agreements and set fee levels as appropriate in accordance with the College Lettings Policy.</p> |
| 1.6 | <p>Lettings: Oversee arrangements for the use of school premises by outside users or for extended services in accordance with the College Lettings Policy.</p> |
| 1.7 | <p>Site & Building: Provide support and guidance to the Principal on all matters relating to the school premises.</p> |
| 1.8 | <p>General: Liaise with the Resources Committee on premises and building matters with budgetary or financial management implications (except where referral to the Governing Body is required).</p> |
| 1.9 | <p>General: Undertake any appropriate task or commission as delegated by the Governing Body. The Committee will report to the Full Governing Body.</p> |