

# BUILDINGS COMMITTEE

## TERMS OF REFERENCE | 2024-2025



### CONSTITUTION:

#### **Membership:**

- The membership of the committee will be a minimum of 3 Trustees or such other number as the Board of Trustees may decide. The Principal will be an automatic member. The Chair of Trustees will be an ex-officio member. The committee will be able to co-opt such non-voting members as it considers necessary.
- The Committee will elect a Chair and Minuting Secretary within its own membership at the first meeting of each academic year.
- Non-voting participants may be invited to meetings by the committee as and when required.

#### **Meetings:**

Meetings will be held at least termly or as required. Seven days' notice must be given when calling a meeting by the Chair. Procedures of any meetings held will be minuted and these minutes presented for the next meeting of the Board of Trustees and this Committee. (Minutes should have a section for confidential matters).

### **TERMS OF REFERENCE:**

- The main responsibility of the Committee is, in consultation with the Principal, to oversee the school buildings.
- To appoint a Key Member to liaise with other committees and to provide a brief report to the Board of Trustees termly meeting.
- The Chair (or substitute) will report to the full Board of Trustees every term.
- To ensure minutes *(with decisions and action points)* are taken at each meeting and circulated to all members of the Board of Trustees and the Clerk to Governors.

### **BUILDING RESPONSIBILITIES:**

- To exercise delegated responsibility for the condition, repair, extension or alteration of the premises in liaison with the Finance Committee.
- To inspect annually the premises and grounds and prepare for the School Development Plan a statement of priorities for maintenance and development for the approval of the Board of Trustees.
- To advise the Board of Trustees on major projects deemed to be necessary or appropriate.
- To work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the Board of Trustees, are progressed, and where appropriate that the payments are made.

- To act on behalf of the Board of Trustees in monitoring the implementation and progress of all building related plants.
- To monitor the maintenance and upkeep of the school premises and grounds.
- To review annually and to make recommendations to the Board of Trustees on the appointment of Consultants or the providers of Premises Related Services to the School.
- To determine the use of the School premises outside school session times including advice to the Governing Body on a possibly Lettings Policy that must be determined by the Governing Body.
- To determine the use of the school premises outside school sessions. To monitor and approve lettings, in accordance with the policy of the Board of Trustees

The full Board of Trustees will review annually the establishment, membership and terms of reference of this sub-committee.