

HUNTINGTON SCHOOL

GOVERNORS' BUILDINGS & GROUNDS COMMITTEE

TERMS OF REFERENCE

COMPOSITION

At least three members of the governing body with voting rights.

QUORUM

The quorum for a meeting and any vote will be three governors who are members of the committee.

1. While delegating day-to-day management to the Head teacher and Premises Manager, the Committee will nevertheless ensure that at all times Huntington School grounds and environment form a positive, attractive, safe and clean environment for all users, within budget limitations.
2. The Premises Manager will have day-to-day management responsibility for preparing budget forecasts for administering expenditure in accordance with the budget and for presenting reviews to this Committee. These will all have the prior agreement and input of the Head Teacher and other delegated SLT members.
3. **Building Programme:** The Committee will report and make recommendations to the Governing Body on:
 - The Local Authority's Capital Building programme;
 - Discussions on future programmes of building at Huntington School;
 - Huntington School's Asset Management Plan;The Committee will expect the Premises Manager to regularly review the AMP and to give updates on it. Governors will review management of the site regularly.
4. **Lettings:** The Committee will oversee and advise on other uses of Huntington School premises. These fall into 2 categories:
 - Directed use (Community Education);
 - Community use (income generated).
5. **Health and Safety:** The Committee will receive a Health and Safety report at each of its meetings. The Committee will liaise with Huntington School and the Council's Health and Safety representatives. Serious accidents defined within the RIDDOR regulations will be reported to the Committee.
6. **Security.** The Committee will receive a report on security at each of its meetings.
7. **Risk Management.** To contribute to the processes around Risk Management by identifying and/or monitoring those perceived risks identified to be linked to the buildings and grounds side of the school

Clear Limits of Delegated Authority

Delegation limits refer to thresholds above which the approval of the governors is needed before goods or services can be purchased or money can be vired between budget headings. Huntington School follows the thresholds set out in the Council's standing orders and is detailed as follows: - See Appendix C: Procurement Rules and Procedures.

Contract Sum	Minimum number of quotes	Acceptance procedures
£0 - £5,000	Written quotation not required	Through having delegated responsibility through the Headteacher and Finance Director, Governors must make best effort to secure probity and value for money.
£5,001 - £30,000	Three written	Through having delegated responsibility through the Headteacher and Finance Director, Governors must make best effort to secure probity and value for money. Support from the Local Authority and/or Resources FMD will be sought.
£30,001 - £150,000	Three written (in consultation with a member of the Governing Body)	Governors must make best effort to secure probity and value for money. Support from the Local Authority and/or Resources FMD will be sought.
Over £150,000	Invitation to tender	