

Terms of Reference for the Lead Governor on Premises and Health and Safety for the Governing Body of St. Martin's CE Primary & Nursery School

Agreed at meeting of the full Governing Body (date): 26th March 2012

Reviewed: 24th April 2013, 30th September 2013, 1st October 2014, 30th September 2015, 28th September 2016, 13th September 2017, 17th September 2018

Date of next review: September 2019

Name of governor lead: Craig Jamieson

Purpose

The purpose of this document is to set out the role and responsibilities of the lead governor for premises and health and safety and clarify the level of decision making that the Governing Body has agreed will be delegated to this governor

Best Value

Where possible and reasonable the governing body will ensure the principles of Best Value are followed when making decisions.

The principles of Best Value are:

- Challenge - why, how and by whom an activity is carried out;
- Compare - performance against other schools and between parts of each school;
- Consult - involving stakeholders, especially pupils and parents;
- Compete - as a means of securing efficient and effective services.

Decision or Recommendation

Where a D is entered below, the lead governor has delegated decision making. This must be reported back to the full GB. NB committees cannot delegate decision making to individual governors, only the full GB can do this.

Where an R is entered below, the lead governor will provide a recommendation to either the full governing body or the relevant committee.

Task:	D/R
To work with the Headteacher and report back to the Governing Body on a strategic level matters relating to the school premises and grounds, security and environment	D
To carry out an annual inspection of the premises and grounds, receive reports from staff and agree a statement of priorities for maintenance and improvement (with reference to the Asset Management Plan as appropriate)	R
To agree with the Headteacher any costs and arrangements for contracts, maintenance, repairs and redecoration for recommendation to the Governing Body where over the delegated spending limit of the Headteacher	R
To ensure that safeguarding requirements are met in line with national legislation and local guidance	D
Discuss with staff who lone work whether they are confident that their risk assessments are appropriate and feedback to BT and governors	
To work with the Headteacher on matters relating to Health and Safety within the school, to monitor the effectiveness of the school's Health and Safety arrangements and report to the Governing Body	D
With the Headteacher, to monitor the school's Health and Safety Policy on an annual basis.	R
To ensure that nutritional standards meet the minimum requirements	D
To recommend for approval the arrangements for educational/residential visits and ensure that they are in line with current Devon County Council guidance and to check audit trail for residential trips and check school has adhered to processes described in policy	R
To review the following policies:	
Accessibility Plan	D
Supporting Pupils with Medical Needs (review led by Lead for SEND & Inclusion)	R
Cookies	D
Cycling and Scooting	D
Data Protection	D
Environmental	D

E-Safety	D
Health, Safety and Well-being	D
Lettings	D
Lone Worker	D
Privacy	D
School Meals & Nutrition	D
Outdoor Education, Visits and Off-site Activities	D