**Premises and Health & Safety Portfolio**

**School Year: 2023-24**

**Lead governor / portfolio holder: Kevin Gough**

*This portfolio was created in 2022-23 following a decision to merge the Premises Portfolio and the Health & Safety Portfolio. The terms of reference have not been fully merged so that, should any uncoupling of these two component parts be desired in the future, it would be straightforward to create separate TORs.*

*Note: as at October 2023, this Policy remains subject to review/amendment in relation to responsibilities around free school meals and related areas.*

**Duties which are delegated to this governor / trustee/ this committee:**

*Governing boards may use their powers to delegate functions and decisions to committees or individual governors/trustees. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)*

1. **Premises – Terms of Reference**

**Policies and Documents delegated to this governor / trustee/ this committee:**

* The portfolio holder may have lead governor responsibility for certain policies and these are set out in the annual Policy Review Schedule maintained by the Clerk.

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| To assist the Headteacher and discharge the responsibilities of the governing board on matters relating to the school premises and grounds, security and environment | D |
| To ensure an annual inspection of the premises and grounds is carried out and reported; receive reports from staff and agree a statement of priorities for maintenance and improvement (with reference to the Asset Management Plan). | D |
| To agree the costs and arrangements for maintenance, repairs and redecoration within the budget allocation. | D |
| To oversee the preparation and implementation of contracts, ensuring best value (see above) principles are adhered to. | D |
| To agree a lettings policy. | D |
| To agree, evaluate and review the schools Accessibility Plan | D |
| Review catering/school meals/ vending machines/ nutritional policy. Re-affirm food standards in line with statutory duties. | D |

1. **Health & Safety portfolio – Terms of Reference**

**Policies and Documents delegated to this governor / trustee/ this committee:**

The portfolio holder may have lead governor responsibility for specific policies and these are set out in the annual Policy Review Schedule maintained by the Clerk.

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| To assist the Headteacher and discharge the responsibilities of the governing board on matters relating to Health and Safety issues within the school | D |
| To consider the advice and recommendations and the model Health and Safety Policy supplied by the Local Authority and to agree and keep under review a Health and Safety Policy for the school | D |
| To ensure that the necessary school management organisation is in place to implement the school’s Health and Safety Policy | D |
| To monitor the effectiveness of the school’s Health and Safety arrangements | D |
| Ensure that appropriate risk assessments, including annual fire risk assessment, take place and are acted upon | D |
| Ensure that the free school meal provision is being met | D |
| Ensure that nominated First Aiders have appropriate training which is kept up to date. | D |

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| **Date agreed at meeting of Full Governing Board: Wednesday 13 September 2023**  **Date for next review: September 2024** |

**Levels of Delegation - Decision or Recommendation**

D = **decision** to be taken by the committee and reported to the full governing board in the minutes.

R = the committee to make a **recommendation** to the full governing board, who will make the decision.

*Note from The Governance Consultancy Team: The level of delegated decision making given to a committee needs to be agreed by the full governing board. Full delegation (within legal requirements) is suggested within these terms of reference, but you may wish to set different levels with the committee making more recommendations and fewer decisions. Whatever you decide, make sure there is no duplication between the work of the committee and the full governing board. All delegated decisions must be reported to the full governing board through the minutes from the committee.*