

## **SAFEGUARDING, SITES AND BUILDINGS COMMITTEE**

### **TERMS OF REFERENCE**

- To establish and keep under review a Building Development Plan.
  - To provide support and guidance for the Headteacher on all matters relating to the school premises, grounds, security, health and safety including safeguarding.
  - To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school premises.
  - To prepare and review the Asset Management plan and to invoke recommendations.
  - Annually to inspect the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the Governing Body.
  - To make recommendations to the Finance Committee on premises-related expenditure.
  - In consultation with the Headteacher and Finance Committee, to oversee premises-related funding bids.
  - To oversee the preparation and implementation of contracts.
  - To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
  - To ensure the school complies with Health and Safety regulations.
  - To oversee arrangements, including Health and Safety and safeguarding, for the use of school premises by outside users, subject to Governing Body Policy.
  - To prepare a lettings policy for the approval of the Governing Body.
  - To ensure any necessary liaison with the Local Authority and Buildings Manager.
  - To oversee our work as an Eco School to ensure that Building Development and Maintenance are carried out in an environmental friendly way as possible.
  - To plan and develop School practices in an energy efficient way.
  - Monitor and Review the Single Equality Plan and all its associated Action Plans and to ensure consultation happens with the local community and school community.
  - Audit the safeguarding procedures on an annual basis.
  - Liaise with the Head teacher / Designated Safeguarding Officer
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- To approve and monitor policies relating to Child Protection and Staff Code of Conduct.
  - To have a named Governor responsible for Child Protection and Safeguarding.
  - To report to every full Governing Body meeting.

Meetings to be held termly or as required.  
Record of attendance to be kept.  
Minutes to be kept in school office.

Reviewed September 2025