



**DAME ALICE OWEN'S SCHOOL  
THE DAME ALICE OWEN FOUNDATION – 1613**

**FACILITIES COMMITTEE  
TERMS OF REFERENCE  
Academic year 2019/2020**

**Membership:**

Mr Stephen Goodyear    Chair  
Mr Nick Barnes        Vice-Chair  
Mr Tim Bonham  
Mr Richard Fuller  
Ms Lucy Furlong  
Mrs Sandra Huckle  
Mr Peter Martin        Chair of Governors  
Mr Glenn Taylor  
Mrs Jackie Tyler  
Mr Paul Wells

**In attendance:**

Mrs Hannah Nemko

**Co-opted non-voting members:**

Mrs Gill Keating, Strategic Budget Manager  
Mr Aran Wileman, Facilities Manager

**Quorum:**

The quorum shall be four Governors, of which one must be the Head or his/her representative. Meetings must be quorate for any voting to take place and be valid.

**Meetings:**

The Committee shall meet at least once a term and otherwise as required.

**Terms of Reference:**

1. To provide support and guidance to the Head in all matters relating to the school premises, grounds (including the FE Cleary Sports Centre) and security.
2. To ensure a regular inspection of the grounds and buildings to provide a statement of priority for repairs, maintenance and development for the approval of the Governing Body.
3. To ensure that there is a medium and long term development plan for the school buildings and grounds to ensure the school's long-term viability and sustainability.
4. To approve the expenditure arrangements for maintenance, repairs and redecoration within the budget allocation.
5. To develop the Capital Requirement for the Foundation Bid for agreement with the Finance and Audit Committee and the approval of the Governing Body.
6. To oversee and approve the preparation and implementation of relevant contracts (revenue and capital).

7. To take an overview of the ICT strategy to ensure that the correct infrastructure is planned and implemented. To approve expenditure as appropriate (in conjunction with the Finance and Audit Committee).
8. To approve and monitor a lettings policy for the approval of the Governing Body.
9. To approve the engagement of relevant property advisors and ongoing liaison thereafter.
10. To work with the Teaching Block Steering Group to ensure that the project is delivered on time within budget.
11. To provide support and guidance for the Head on all matters relating to health and safety and to assist the Head and the Governing Body to discharge their responsibilities under the Health and Safety at Work Act 1974, and any other statutory requirements.
12. To review the health and safety policy of the school every two years for adoption by the Governing Body (usually at the spring term meeting).
13. To monitor the effectiveness of the school's health and safety arrangements and report at least once a year to the Governing Body (summer term meeting).
14. To monitor progress against the agreed targets for improvement in sustainability.

DRAFT TO BE APPROVED AT FACILITIES COMMITTEE NOV 2019