



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

**FACILITIES COMMITTEE  
TERMS OF REFERENCE  
Academic year 2022/2023**

**Membership**

Mrs Gill Keating	Chair
Mr Glenn Taylor	Vice-Chair
Mr Tristan Balakrishna	
Mr Nick Barnes	
Mrs Patricia Bruno	
Mr Jon Buoy	
Mr Richard Fuller	
Mr Gary Haigh	Chair of Governors
Mr Jonathan Robinson	
Mr Adrian Sykes	

**In attendance**

Mrs Hannah Nemko (Headteacher)

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

Mrs Jackie Campbell, School Business Manager

Mr Aran Wileman, Facilities Manager

**Quorum:**

The quorum shall be four Governors, of which one must be the Head or their 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 develop and annually review an Estate Vision and Strategy that supports the School's Vision, Aims and Objectives.
2. To develop and annually review a single year and medium term capital repairs, maintenance and major project income and expenditure plan for approval by the full Governing Body. This plan is to be guided by the DfE's "Good Estates Management in Schools" (GEMS) guidance (Academies Trust Handbook 2022. 1.2).

3. To approve the expenditure arrangements for maintenance, repairs and redecoration within the budget allocation.
4. To develop and agree the Capital Requirement for the Foundation Bid for the agreement of the Finance and Audit Committee and the approval of the Committee Chairs' Meeting in October, to approve the Foundation Bid.
5. To review the security arrangements for the school premises and facilities annually.
6. To ensure comprehensive insurance cover including cyber cover.
7. To oversee and approve the preparation and implementation of relevant contracts (revenue and capital) in particular the cleaning, catering and heating plant contracts.
8. To take an overview of the ICT strategy to ensure that the correct infrastructure is planned and implemented.
9. To approve expenditure above £20k as appropriate (in conjunction with the Finance and Audit Committee).
10. 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.
11. 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).
12. To monitor the effectiveness of the school's health and safety arrangements and report at least twice a year to the Governing Body via link governor reports.).
13. To provide support and guidance to the Head in all matters relating to compliance with statutory requirements in respect of premises management.
14. To monitor effectiveness of procedures and report at least once a year to the Governing Body via link governor reports.
15. To consider the ecological impact of the school and agree targets to improve sustainability in conjunction with the school's eco committee. To invite the school's eco committee to update the facilities committee annually.
16. To oversee any major capital works (which may necessitate the formation of a steering committee with agreed devolved decision-making powers).

17. To approve and monitor a lettings policy annually.
18. To review and approve an annual update on the Business Continuity Plan.
19. To review and approve visits.

Approved: Autumn 2022

Review: Autumn 2023