

The Mortimer Federation of St. John's and St. Mary's

Terms of Reference Building and Ground Committee			
TOR Number		Date of Issue	September 2025
		Review Date	September 2026
		Issue Number	7

THE MORTIMER FEDERATION OF ST. JOHN'S AND ST. MARY'S **TERMS OF REFERENCE – BUILDINGS AND GROUNDS COMMITTEE**

Membership

The committee will be elected annually.

The committee will consist of at least three Governors in addition to the Executive Headteacher (or their representative). The chair of the committee and the clerk will be elected annually at the first committee meeting of the year.

Members for 2025-2026 are: Mrs Clare Beswick, Mr Richard Bourne, Mr Colin Harbidge, Mr Craig Hassey, Father Derek Spears, Mr Hakan Onur, Mrs Lorraine Read (Schools Business Manager), Mrs Gail Richardson (Premises Manager).

Meetings

The committee is to meet at least five times a year. A quorum is at least two governors and the Executive Headteacher (or representative). The meetings will alternate between the different sites or be carried out via Microsoft Teams.

At least one week's notice will be given to members, by the circulation of an agenda and related papers.

Powers

The committee will consider issues relevant to its stated objectives and make recommendations to the Full Governing Board.

The committee has the power to renew and approve the policy documents stated in the objectives. The committee chair will sign the approved policies.

AIMS

- To continue a programme of maintaining the condition of the schools and their grounds.
- To ensure that the buildings comply with the Health and Safety legal standards.
- To advise on developments necessary to improve the school accommodation.
- To advise the Governing Board of all proposals and obtain approval for all actions.
- To ensure all works are within the annual budget or obtain the Governing Board's approval for additional items of expenditure.

OBJECTIVES

- To carry out an inspection of the buildings and grounds each term and report observations to the school.
- To monitor Health & Safety procedures, documentation, risk assessments, servicing, etc.
- To monitor the performance of the cleaning contractors.
- To monitor the performance of the ground's maintenance.
- To monitor the standard of maintenance and use of the Mortimer St Mary's swimming pool.
- To monitor the necessary documentation to demonstrate the proposed improvements to the premises including cost information.
- To advise the Governing Board of all building and ground expenditure outside the agreed annual budget.
- To amend the following policies to ensure that they are relevant to both schools:

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Policy	Date of review	Statutory (Y)?	FGB Approval (Y)?
Accessibility Plan	October 2026	Yes	
Arson	January 2026		
Asbestos Management Procedure	November 2029		
External Contractors	November 2029		
First Aid	September 2025	Yes	Yes
Health and Safety	October 2025	Yes	Yes
Legionella	October 2025		
Lone Working	February 2030		
Lunchtime Carers	November 2025		
MSM Safe Use of Swimming Pool	June 2027		
Offsite Activities	September 2025		
Security in School Contractors Policy	November 2029		
Supporting Pupils with Special Medical Needs	June 2027	Yes	
Terms of Reference	September 2025	Yes	
Working at Height Guidelines	February 2030		

A governor who is not a member of a Buildings and Grounds committee may attend a committee meeting by prior arrangement with the chair of that committee, on matters of mutual interest. This must be agreed in advance and be planned for on the agenda. The governor will have no voting rights.

14 October 2025

Chair of Buildings and Grounds Committee

Date

Approved by the Full Governing Board 14th October 2025

Chair of Governors

Share Your Light

John 10:10 "Life in all its fullness"