

TERMS OF REFERENCE

SITE COMMITTEE

Membership

1. The membership shall consist of up to seven members of the Governing Body.
2. The Chair of the Committee will be elected from among the Governors on the Committee at the first meeting of the school year.
3. The Headteacher will be an ex-officio member of the Committee and will exercise discretion to opt to be a voting or non-voting member. In the absence of the Head the Deputy Head will exercise this authority.

Procedure

1. Voting will be by a simple majority, the Chair having the right to a casting vote where necessary.
2. A quorum will be 3 members of the Governing Body.
3. Any member who is absent from 3 consecutive meetings without explanation will be deemed to have resigned.

Terms of Reference

1. To promote awareness of site and health and safety issues. This will include school security, energy consumption and environmental issues. To keep the Health and Safety Policy and its practice under review and to propose revisions where appropriate.
2. To make recommendations to the Governing Body regarding site, health & safety and related matters.
3. To scrutinise the progress of any new build or refurbishment project.
4. To participate in the process of reviewing the site and health & safety development plan for the SDP and to recommend new SDP objectives to the Governing Body.
5. To keep up-to-date with documentation and policies relating to all site matters, health & safety and to be prepared to report to the Governing Body.
6. As an aspect of the implementation of the SDP and with due regard to the Asset Management Plan, to keep under review and to advise the Governing Body on the general condition, usage, and strategic development of the school's buildings and their fabric and sites and to ensure that health & safety issues are met.
7. To approve expenditure within budgets set by the Full Governing Body or by P&F virement for site and health & safety matters subject to delegated powers.

Delegated powers

Authority is delegated to the Headteacher for purchase orders, invoices and contracts up to £10,000. This means that orders and invoices less than £5,000 may be approved by a cost centre budget-holder within school as long as this is within the cost centre budget. Orders and invoices between £5,000 and £10,000 may be approved by a cost centre budget-holder within school as long as this is within the cost centre budget, but must also be signed by the Headteacher. Contracts which exceed one year should be approved by the Headteacher.

Authority is delegated to the Headteacher subject to the approval of the Chair of Site for items between £10,000 and £15,000. The Chair of Site may decide to refer the spending to the full Site committee for approval. This means that orders, invoices and contracts which are between £10,000 and £15,000 must be approved by the cost centre budget-holder within school, the Headteacher and the Chair of Site. Retrospective approval should be minuted by the Site Committee.

Authority is delegated to Site for items between £15,000 and £30,000. This means that orders, invoices and contracts must be approved by the cost-centre budget-holder within school and the Headteacher, and that approval should be minuted by the Site Committee in advance of the purchase. However, where the work or supply is of a specialist nature, or the timescale for spending the money is short, then alternative procurement methods may be identified in accordance with Standing Order 2:

“Any requirement of these Standing Orders may be waived by the Governors only where they are satisfied that there are special circumstances justifying exemption and such exemption shall be recorded in the Minutes.”

Where time is short, a decision may be made by the Headteacher and Chair of Governors jointly, and the action reported back to the Site Committee for ratification.

Any purchase in excess of £30,000 should be approved by the full Governing Body. This means that orders, invoices and contracts must be approved by the cost-centre budget-holder within school and the Headteacher, and that approval should be minuted by the full Governing Body, in advance of the purchase, where possible.

Financial limits	Purchase orders and invoices need to be approved by:
£0 - £4,999	Cost centre budget-holder and Accountant
£5,000 - £9,999	Cost centre budget-holder, Headteacher and Accountant
£10,000 - £14,999	Cost centre budget-holder, Headteacher and Accountant plus either: approval of Chair of Site with retrospective approval from Site; or prior approval of Site; (decision at discretion of Chair of Site)
£15,000 - £29,999	Cost centre budget-holder, Headteacher and Accountant plus prior approval of Site
£30,000 plus	Cost centre budget-holder, Headteacher and Accountant plus prior approval of FGB

The committee will consider and approve Site Committee policies. The committee will report this work to the Full Governing Body via the minutes. Where there is a statutory requirement for a policy to be formally approved by the Full Governing Body, the committee will consider and recommend the policy to the Full Governing Body for approval

Recommended for approval by Site Committee: 10 June 2021

Approved by the Full Governing Body: 1 July 2021