

Terms of Reference for the Premises Lead, West Hill Primary School

Agreed at meeting of full Governing Board: 2nd October 2019

Date of review: Autumn 2020

The Governing Board's responsibilities for resources:

The Governing Board has responsibility to ensure that the resources allocated to our school are used to ensure the best provision for the pupils. The Governing Board recognises that it is accountable for the way in which resources are used and is committed to carrying out this responsibility honestly, transparently and with integrity. The lead governor has delegated responsibility from the Governing Board to fulfil the responsibilities of the Governing Board as specifically itemised below. The lead governor will operate in accordance with the provisions of the Scheme for Financing Schools (the LMS Scheme), Minimum Standards Financial Regulations to maintain effective arrangements for the efficient deployment of school resources

Best Value

Where possible and reasonable the Governing Board will ensure the principles of Best Value are followed when making decisions.

The principles of Best Value are:

- Challenge - why, how and by whom an activity is carried out;
- Compare - performance against other schools and between parts of each school;
- Consult - involving stakeholders, especially pupils and parents;
- Compete - as a means of securing efficient and effective services.

Decision or Recommendation

D= decision to be taken by the lead governor and reported to the full GB in the minutes

R= the lead governor to bring recommendation to a meeting of the full GB for a decision

Premises Lead governor: Simon Pedrazzini Policies that are delegated to this governor: Lettings Policy (Statutory) Premises Policy Accessibility Plan (Statutory)		
To assist the Headteacher and discharge the responsibilities of the Governing Board on matters relating to the school premises and grounds, security and environmental		D
To carry out an annual inspection of the premises and grounds, receive reports from staff and agree a statement of priorities for maintenance and improvement (with reference to the Asset Management Plan)		D
To agree the costs and arrangements for maintenance, repairs and redecoration within the budget allocation		D

To oversee the preparation and implementation of contracts, ensuring best value (see above) principles are adhered to	
To agree a Lettings Policy	D
To agree and review an Accessibility Plan	D