

The Building Services Committee

Terms of Reference

Role and responsibilities

The Committee is a sub-committee of the Salisbury Diocesan Board of Education (DBE) and reports to the Board of Trustees.

The key responsibilities and areas of work are:

1. To act as the monitoring group for the process of designing, planning, constructing and maintaining school buildings, collecting and analysing questionnaire responses about the work from Head Teachers, governors, surveyors, architects, constructors and the DBE support building and finance officers.
2. To provide an Appeals procedure with respect to school building projects and routine repairs and maintenance (R&M) work.
3. To accumulate and collate information on the condition, suitability and sufficiency of VA (but not Academy) school buildings, to enable officers to recommend fair priorities for available funding for school building improvement works.
4. To work with Local Authority buildings officers to advise Head Teachers, governors and surveyors on Asset Management Plans, Health & Safety, and the proper use of school R&M, devolved formula capital (DFC), and School Condition Allocations (SCA) formally known as Locally Coordinated Voluntary Aided Programme (LCVAP).
5. To recommend specific school development projects for formal approval to the Trustees of the Diocesan Board of Education
6. To review the funding arrangements for the Board of Education, advising on the 2.5% DFC & SCA charge on building projects.

Procedures

The Committee will consist of up to 3 members of the Board of Trustees, of whom at least 2 must be present at any meeting for it to be quorate, Head Teacher representatives: 2 each from Dorset and Wiltshire, Local Authority Council representatives from Dorset and Wiltshire and SDBE officers, one being the action notes secretary.

The Committee should meet formally 3 times during each academic year, once for the prioritisation of Schools Condition Allocation bids and twice for an overview of where matters stand generally within the Buildings Team, additional meetings can be convened as agreed necessary.

The Chairman of the Building Services Committee is elected by the Chairman of the SDBE's Board of Trustees.

Action notes for each meeting will be circulated to all members and copies passed to Board of Trustees.

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