

**BOSWORTH ACADEMY**  
**Infrastructure Committee Remit**



Documentation Information			
<b>Reviewed By</b>	Infrastructure Committee	<b>Responsibility</b>	Infrastructure Committee
<b>Last Reviewed</b>	February 2013; February 2014, June 2015, February 2016	<b>Next Review</b>	Spring Term 2018
<b>Review Cycle</b>	Bi-Annual	<b>Ratified by FGB</b>	10 <sup>th</sup> March 2016

**Membership**

- Core At least 3 Governors
- Chair To be elected by Core Governors
- Co-option Appropriate member of SLT (Staff and Governors to be invited to attend in an advisory capacity)
- Associate Associate members to be present as required by the committee: Principal, Business Manager, Catering Manager, Nursery Manager(s), Faculties Manager, Assistant Principal
- Quorum Minimum of 3 (The quorum for any committee meeting and for any vote must be three governors who are members of the committee or the Chair and/or Vice Chair of the FGB as determined by the committee)
- Frequency At least once a term of meetings
- Agendas/Minutes Will be circulated to Governors within 7 days of meetings
- Clerk convene meetings of the committee; attend meetings of the committee and ensure minutes are taken; forward minutes to the committee chair within one week, to the remainder of the committee within 2 weeks, onto the Intranet within one week of being agreed and signed (i.e. next meeting); perform such other functions with respect to the committee as may be determined by the governing body from time to time.

**Delegated Powers/Monitoring**

**Premises**

- To advise the Governing Body (GB) on priorities, including Health and Safety, for the maintenance, security and development of the school premises
- To ensure that an annual risk assessment of the school premises is carried out, to make regular assessments of any risk factors which may put the health and safety and welfare of staff, students and visitors at risk and to monitor and evaluate safety outcomes
- To oversee arrangements for repairs and maintenance
- To establish and keep under review a Capital Plan
- To establish and keep under review an Accessibility Plan
- To ensure that a fire drill evacuation is held at least once a term
- Consult on school profile and prospectus
- Ensure academy conforms to ECM

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**Catering**

- To monitor and develop the school catering facilities and FSM, maintaining nutritional standards in relation to the healthy schools-healthy eating agenda

**Subsidiary Company**

- To monitor the viability and develop the school nursery
- To monitor and develop the provision of extended services ensuring the increased provision of opportunities for pupils and the wider community
- To monitor relevant income and expenditure for all areas specified above, – premises – including, repair and maintenance, DFC, utilities, IT, Catering and the Subsidiary Company – reporting to the GB through the Steering Committee

**Resources for the Committee**

The governing body shall appoint a clerk to service the committee.

**Policies**

The Infrastructure Committee are responsible for updating and maintaining policies – see Policy Log for full details – including the following:

- Health & Safety Policy - review Autumn Term
- E-Safety and Acceptable use of ICT and Risk Assessment - review Autumn Term
- Accessibility Plan – Review Spring Term
- Building development plan – Capital Plan – Reviewed Continuously
- CCTV Policy – Review Spring 2016
- Early Years Foundation Stage – Reviewed Yearly
- After School Activities (Extracurricular Activities) – Autumn Term
- Emergency Situation Protocol/Major Incident Plan – Autumn Term
- Environmental Issues (no current policy)
- No smoking Policy – Review Spring Term
- Healthy Schools – Review Summer Term 2016
- Nutritional Standards (Healthy Schools) - review Summer Term 2016
- Safeguarding (All governors responsibility)
- Fire Safety (February 2017)

**Terms of Reference**

The terms of reference of the Infrastructure Committee are determined by;

- All current DCSF guidance and documents on governorship
- Guidelines set down by the Governing Body.