



Committee Terms of Reference -Premises

Primary Purpose:

- To advise the Headteacher and SLT on general matters relating to the fabric of the Premises of Sketchley Hill Primary School, including maintenance repair and improvement.
- To ensure that the School Premises are safe for all users and comply with relevant Health & Safety guidance.

1. Membership:

- 1.1 The Committee shall consist of a minimum of **three** Governors and the Headteacher.
- 1.2 The Committee may have **two** (if desired) associate members appointed by the Full Governing Body. Associate members will not have voting rights.
- 1.3 The School Premises Officer will be one of the associate members.

2. Quorum:

- 2.1 The quorum shall be **three** Governors. The Committee shall not meet without the Headteacher present or a named substitute nominated by her.

3. Chairing:

The Chair will be elected by the Committee.

4. Clerking:

The Committee will be clerked by the Clerk to the Governing Body or in her absence by a member of the Committee or an employee of the School. The Clerk cannot be the Headteacher of the School.

5. Role and tasks:

- 5.1 To monitor progress on the relevant key issues and priorities relating to the school premises.
- 5.2 To ensure proper health & safety management standards implemented and maintained.
- 5.3 To present a termly to the Full Governing Body for approval.
- 5.4 To consider the purchase of core services for the safe and efficient running of the School and make recommendations to the Full Governing Body.
- 5.5 To liaise with the Headteacher over any unexpected or major maintenance problems. To seek advice, when appropriate, from the LA Property Services and other related professionals.

- 5.6 To consider and when necessary approve all recommended improvements to the fabric of the buildings.
- 5.7 To conduct an annual Health & Safety Audit of the School Premises.
- 5.8 To agree and review the School's Health & Safety Policy on a regular basis.
- 5.9 To review the School's Accessibility Plan and the Public Sector Equality Duty documents on an annual basis.
- 5.10 To oversee the drawing up of the Fire & Emergency Policy on an annual basis.
- 5.11 To oversee and review the School's Risk Register and Disaster Recovery Plan on an annual basis.

6. Meetings:

The Committee shall meet at least once every term and otherwise as required. It will report on its meetings to the first Full Governing Body meeting after each of its own.

7. Proceedings:

- 7.1 Minutes shall be kept of each meeting and shall be presented to the next meeting of the committee for approval and signing. A copy of the minutes shall be submitted to all members of the Full Governing Body.
- 7.2 Any recommendations shall be submitted to the next meeting of the Governing Body for consideration and approval.
- 7.3 The minutes shall be kept in a separate Premises Minutes File.

8. Review:

The Full Governing Body will review the Premises Committee Terms of Reference and membership on an annual basis.

Date of review: October 2017

Signed by Chair of FGB:

Mrs. Katherine Wilson