

PREMISES COMMITTEE

Qualities Required

- Ability to work as part of a team
- An ability to plan for the future
- An interest in the fabric of the school building
- An interest in Health and Safety matters
- Objectivity
- An ability to make decisions

Membership and Meetings

- A minimum of three members plus the Headteacher.
- The committee may have such co-opted non-voting members, as the governing Body shall appoint. The committee may make recommendations for these appointments.
- Committee meets twice yearly – February and June normally during school hours.

Quorum

Three of the committee members including the Headteacher or his/her appointed representative.

Terms of Reference

The premises Committee is responsible to the Governing Body for:

- Development and safety of the school site and property.
- Execution of all building projects
- Development of a formal maintenance program.
- Provision of support services, including telephone, security and cleaning.
- Provision and maintenance of furniture and equipment.
- Maintenance of Health and Safety manual.
- To determine the use of the school premises outside session time, including advice to the Governing Body on a possible charging policy, which must be determined by the Governing Body.
- Oversee the school's asset management plan.
- Monitor accident reports and fire drills.
- Review school Health and Safety Policy and keep under review new health & safety documentation from L.A. DCSF, HSE etc.
- Promote co-operation between all employees to achieve and maintain a safe and healthy workplace for staff, visitors and pupils.
- Report to full governors meetings any areas of concern under previous points.
- Examine safety inspection reports and make recommendations where remedial action is required
- To receive reports of the health and safety sub-committee and take appropriate action.

Delegated Powers

- Monitor maintenance and upkeep of the school premises and grounds in liaison with the finance committee.
- Encourage use of the school by the wider community
- Inspect premises and grounds regularly, and to prepare for the School Development Plan a statement of priorities for maintenance and development for the approval by the Full Governing Body
- Ensure responsibilities of the Governing Body regarding litter are discharged (Environmental Protection Act 1990)
- Make a regular audit of risk assessment
- Advise Governing Body with regard to its compliance with Health & Safety Regulations
- Acceptance of all tenders and quotations and final selection of contracts for repair, maintenance and building projects, within the specified budget and the tender limits set out in schools Financial Procedures.
- Appointment of architects, surveyors, advisors for capital projects in line with strategic plans and in response to emergencies.

Matters that cannot be delegated to Premises Committee

- The approval of school premises where changes to the premises require DCSF approval under proposals in respect of a significant change of character, a significant enlargement of the premises or a transfer of the school to a new site.
- Publishing proposals for the alteration or discontinuance of the school.

EXAMPLES OF WHAT THE PREMISES COMMITTEE HAS DONE OVER THE LAST 12 MONTHS

- Overseen plans for extensions to the school.
- Monitored internal Risk Assessments (including Fire)
- Reviewed school Improvement plan regarding school premises
- Reviewed Water hygiene and asbestos removal
- Monitored the external Health and Safety audit
- Begun developments to support sustainability
- Prioritised spending of Devolved Capital for coming years