

HARTSFIELD JMI SCHOOL
PREMISES COMMITTEE 2018-19
TERMS OF REFERENCE



The Premises Committee is responsible to the governors for the buildings and grounds of the school. In particular, it inspects the premises annually and determines the priorities for the maintenance and development of the school. It is responsible for ensuring that the school complies with Health and Safety and Environmental Protection legislation.

Members and Chairman

The committee will consist of a maximum of seven governors.

The chair will be elected annually from among the health and safety and premises committee. In the absence of the chair at a meeting the committee will elect any member to act as chair for that meeting, and report back to the chair following the meeting or as soon as possible.

The committee is required by the regulations to have a clerk as appointed by the governing body. The committee may invite non-governors to attend the meeting in a non-voting capacity to provide additional expertise.

The Chairman of Governors and the Headteacher have a right to attend all committee meetings.

Voting and Quorums

Only governors and appointed associate members can vote. No vote may be taken at any meeting where associate members outnumber governors.

The committee shall not be quorate unless 50% of members of the Committee are present.

Minutes and Meetings

Minutes of meetings will record those present, the date, and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the governing body a clear proposal or alternatives to debate and decide upon.

Minutes will be circulated to all members as soon as possible after the meeting, and to all governors with the agenda of the next governing body meeting.

The committee will meet some weeks before each governor's meeting and whenever they see fit, or the need arises.

At the start of all meetings all members present must declare whether they have any declarations of interest to make.

On behalf of the Governing Body, the committee will have delegated powers to undertake the following duties related to the Premises, and Health and Safety

To provide support and guidance for the Headteacher on all matters relating to the school premises, grounds, security and Health and Safety.

To monitor and revise the premises elements of the Accessibility Plan

To review the Health and Safety Policy on an annual basis and ensure that the school complies with Health and Safety regulations, Health and Safety staff induction and the carrying out of termly Health and Safety Premises Inspections and undertake an annual safety and security audit of the premises and report on the same to the FGB.

To inspect the premises and grounds annually and prepare a report on any issues identified and a proposed order of priorities for maintenance and development, for the approval of the FGB.

To approve the costs and arrangements for repairs, maintenance and redecoration within the budget allocation and to oversee the preparation and implementation of contracts.

To be aware of the respective responsibilities of the governing body and the LA in relation to premises, to ensure that the LA is informed of any matters for which it has responsibility, and to monitor such issues in order to ensure that appropriate action is taken.

To report findings of inspections and audits to the headteacher and liaise with her to ensure that action is taken where appropriate and reported to the FGB.

To seek advice from the LEA where appropriate.

To prepare a lettings and charges policy for the approval of the governing body and to monitor and evaluate the implementation of that policy.

To consider and make recommendations on all risk management and insurances arrangements with regard to vandalism and other premises- related matters.

To review and monitor the accident and critical incidence book at each meeting.

To ensure that information relating to Health and Safety matters is communicated to staff and is regularly reviewed and updated as necessary.

To inspect premises and grounds annually and report conditions to the FGB and prepare a proposed order of priorities for maintenance and development for the approval of the FGB.

To ensure the discharge of governors' responsibilities regarding litter under the Environmental Protection Act 1990.

Procedures and Training

The membership of the committee will be determined at the first meeting of the governing body in the autumn term. Casual vacancies will be filled at the first available governor's meeting. The terms of reference of the committee will be reviewed annually.

The normal procedures and regulations of the governing body also apply to the health and safety committee.

Members of the committee should take measures to maintain and develop their knowledge and skills, for example by attending appropriate training and courses.

Supplementary Notes

1. The FGB formally delegates the day to day management of the budget to the Headteacher within the limits of the School Schedule of Delegation.
2. The FGB has adopted the LA's Capability Procedures, Equal Opportunity Policy, Performance Appraisal policy for staff and Whistleblowing policy.
3. The Pay committee for the Headteacher and all other members of staff will be up to three governors, forming the Headteacher's Performance Management group.
4. Non staff members of the Finance committee may be considered to form the Appeals committee for Pay review of all staff. If necessary, a member of the FGB could be co-opted.
5. All documents are to be found in the school office.

September 2018 to be reviewed annually