

Premises Committee

Membership	
Name of Governor/Associate Member	Date Appointed to the Committee
All governors	14.6.16
Disqualifications:	

Chair of the Committee	Mike Firth
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Clerk to the Committee	
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Meetings	Once per term or when needed
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(Indicate frequency, preferred day and time of meetings)

Quorum	3
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(Minimum of 3, however the committee can determine a higher number)

Terms of Reference

- To support the aims and ethos of the school, focussing on the quality and extent of the provision of premises and equipment
- To advise the governing body on strategic priorities for the maintenance and development of the school's premises and grounds, security and Health and Safety, for inclusion in the Developing Excellence/School Improvement Plan
- To establish and implement a repairs and maintenance programme, within the budget established by the governing body, and in accordance with the priorities within the Developing Excellence/School Improvement Plan
- To monitor progress on any premises-related priorities within the Developing Excellence/School Improvement Plan
- To review on an annual basis the school's Health and Safety policy (statutory), and approve any amendments as necessary
- To ensure that the school complies with Health and Safety regulations, in accordance with the Health and Safety policy
- To review on an annual basis the school's Lettings policy (best practice) for use of school premises outside school hours *(and determine the level of charges for such lettings)
- To establish, and keep under review, an Accessibility Plan (statutory), which meets the requirements of the Disability Discrimination Act 1995 to oversee the preparation and implementation of appropriate contracts.
- To monitor the quality of service provided by the above in accordance with the agreed contracts
- To ensure that premises insurance arrangements are adequate
- To encourage the attendance of members on relevant governor training courses to increase their knowledge of appropriate regulations and procedures, as necessary

NB:

* The governing body will need to determine which committee will have responsibility for determining on an annual basis the level of charges that apply when letting the school premises and include a statement in the terms of reference of the relevant committee

Date Terms of Reference Originally Agreed by Governing Body	/ /
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Date Terms of Reference Last Reviewed by Governing Body	14.6.16
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