

RAVENSMEAD PRIMARY SCHOOL

PREMISES COMMITTEE

GENERAL RULES APPLIABLE TO PERSONNEL AND CURRICULUM, FINANCE AND PREMISES COMMITTEES

- **Associate Members** - membership of committees can include Associate Governors however such members are not entitled to vote.
- **Procedures**
 - A Chair and Vice-Chair must be elected. They must be Governors but cannot be employed at the school. The Chair has a casting vote, if required;
 - An agenda should be sent out giving 7 days notice of meetings. (Shorter notice is permitted in an emergency);
 - Minutes should be kept recording the names of those attending and any decisions taken/recommendations made. They are then signed by the Chair of the committee once reviewed at an subsequent meeting;
 - Minutes and other reports should be published in the normal manner.
- **Powers** - the committees have delegated powers.
- **Decisions** - committee decisions, taken within their constitutional remit, have the status of decisions of the Governing Board. Minutes of committee meetings should be circulated as soon as they have been prepared to all Governors and will be discussed at the next term's meeting of the full Governing Board and a record made in the minutes of those meetings.
- **Quorum for Committee Meetings** - the quorum for any committee meeting and for any vote must be three Governors who are members of the committee.

GENERAL PROCEDURES APPLIABLE TO PERSONNEL AND CURRICULUM, FINANCE AND PREMISES COMMITTEES

- Any Governor may attend any committee meeting (excluding the Discipline and Appeals Committees), though not able to vote unless a member of that committee.
- The Chair of Governors shall be an ex-officio member of any committee (excluding the Discipline and Appeals Committees) to which she/he is not otherwise appointed.
- The membership and terms of reference of every committee shall be reviewed annually.

- Each committee should be able to participate in the formulation of the School Improvement Plan.

DELEGATION OF POWERS APPLIABLE TO PERSONNEL AND CURRICULUM, FINANCE AND PREMISES COMMITTEES

- To make decisions on all issues falling within its allocated responsibilities.
- To co-opt associate members to the committee, such members as it deems appropriate.
- To call on the school's senior managers for such guidance and support as is necessary in carrying out its responsibilities.
- Its decisions will be taken on behalf of the full Governing Board (i.e. the full Governing Board has no power to overturn such decisions).

ROLE OF COMMITTEE CHAIR APPLIABLE TO PERSONNEL AND CURRICULUM, FINANCE AND PREMISES COMMITTEES

The Committee Chair will be responsible for ensuring that:

- the committee discharges all its responsibilities set out in its remit;
- the committee works closely with the school's senior managers.

ROLE OF CLERK APPLIABLE TO PERSONNEL AND CURRICULUM, FINANCE AND PREMISES COMMITTEES

The Committee Clerk will be responsible for ensuring that:

- convening meetings of the committee and issuing the agenda;
- taking minutes of meetings;
- ensuring that the minutes are presented at the next full Governing Board meeting.

PREMISES COMMITTEE TERMS OF REFERENCE

- To provide advice, support and guidance to the Headteacher and Governing Board on all matters relating to health and safety and the school premises.
- To ensure that health and safety arrangements in school meet statutory requirements and that all those in school or visiting the school are aware of those arrangements.
- To review accident reports and make recommendations as appropriate.
- To review reports relating to fire drills and make recommendations as appropriate.
- To take account of the requirements of the Disability Discrimination Act.
- Regular inspection of the premises to identify essential maintenance work, taking into account the Asset Management Plan.

- Monitor and review the school's Health and Safety policy, including regular risk assessment.
- Ensure appropriate insurance is in place.
- Recommend to the Governing Board an ongoing programme of repairs and maintenance.
- Consider the need for improvement/extension projects in order to enhance the delivery of the curriculum or to provide for increasing numbers of pupils.
- Oversee the letting of contracts for maintenance, repairs and small improvement work, cleaning and grounds maintenance.
- Regular consideration of health and safety issues associated with the building and site.
- Monitor and review the arrangements for cleaning the building and maintaining the surrounding areas.
- Maintain satisfactory standards of furniture and fittings.

Premises Committee Terms of Reference – Approved By The Full Governing Board
06/10/16