



STAMFORD PARK PRIMARY SCHOOL

PREMISES COMMITTEE

The Premises Committee terms of reference shall be drafted by the committee, submitted to the Governing Body for their approval and subsequently reviewed annually.

1. Membership:

- The membership of the committee will be at least four governors.
- The Headteacher will be an automatic member (where the Headteacher is a governor.)
- The committee will elect from their number a Chair at the first meeting of each academic year, an employee of the school cannot serve as Chair.

2. Name of Clerk:

- The governing body must appoint a clerk to each committee who must not be the Headteacher of the school. The Governing Body can appoint a governor to clerk. Whether they are a member of that committee, with voting rights is up to the Governing Body to decide. The Governing Body can also appoint a trained paid clerk or volunteer.
- The appointed clerk is Mrs Christine Higgins (School Business Manager) who is not a member of the Premises Committee and does not have voting rights.

3. Quorum:

- The quorum shall be three members of the committee of which the Headteacher shall be one.

4. Meetings:

- Meetings will be held during term time as required. The Chair will be responsible for calling the meetings, which are likely to be termly just prior to a meeting of the Full Governing Body; the Chair will normally give notice of the agenda when convening a meeting.

5. Functions of the Premises Committee:

- The committee will work with the Headteacher to draw up cases for strategic investment in the fabric and facilities of the School, for consideration by the Finance Committee, the Governing Body or the Local Authority. This includes drafting for approval any capital bids required by the Local Authority.
- The committee will monitor planned and actual work on maintaining and developing the fabric and facilities of the School that is normally and best arranged as required between the Headteacher and the Finance Committee.
- Decisions by the committee will be consistent with the School Development Plan. They will be costed and fall within the financial constraints of the budget.
- The Premises Committee will be responsible for drafting the Health and Safety Policy, which will be submitted to the Governing Body for approval.
- The committee will monitor the implementation of the Health and Safety Policy by:

- ❖ Reviewing reports relating to any Health and Safety issues from members of staff of work place safety representatives.
- ❖ Auditing Health and Safety management practices.
- Any decisions or actions taken by the Premises Committee will be minuted and reported to the next meeting of the Governing Body.