

# **PREMISES COMMITTEE**

**(including Health and Safety)**

## **TERMS OF REFERENCE**

**Membership :** Membership shall consist of not less than four governors plus the head-teacher.  
Any co-opted non-governors, or visiting members of the committee shall not be able to vote.

**Quorum :** A quorum shall be three, two of whom must be governors and one the head-teacher.

**Meetings :** The committee shall meet once a term or as required.

**Terms of Reference :**

1. To consider the LEA's model policies on health and safety and recommend for adoption by the full governing body a **health and safety policy** appropriate to the needs of the school and to review this on an annual basis. See also paragraphs 2, 6 and 10 to 12 below.
2. To provide support and guidance for the head-teacher on all matters relating to the school premises and grounds, security and health and safety.
3. Annually to inspect the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the governing body (with reference to the DCC Asset Management Plan).
4. To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
5. To oversee the preparation and implementation of contracts and to see that Best Value\* criteria are always adhered to.

\* See Note

6. To ensure that the school complies with health and safety regulations, seeking external advice where appropriate.
7. To ensure that governor's responsibilities are discharged regarding litter under the Environmental Protection Act 1990.
8. To prepare a lettings policy for approval of the governing body.

9. To research and be involved in drawing up an Accessibility Plan for the school.
10. To assist the governing body and head-teacher to discharge their responsibilities under the Health and Safety at Work Act 1974, and other relevant legislation, in collaboration with the LEA.
11. To ensure that the necessary school management organisation is in place to implement the school health and safety policy.
12. To monitor the effectiveness of the school's health and safety arrangements, make periodic inspections of buildings, plant and equipment and report at least once a year to the governing body.

Note : The principles of Best Value are :

- \* Challenge - why, how and by whom an activity is carried out;
- \* Compare - performance against other schools and between parts of the same school;
- \* Consult - involving stakeholders, especially pupils and parents;
- \* Compete - as a means of securing efficient and effective services.