

## **Premises Committee – Model Terms of Reference**

*Please note that new amendments are in red. Items in italic can be removed.*

### **Composition**

Five\* named members of the Governing Body (in the case of multi-academy majority of the committee members must be trustees). Associate Members may be appointed by the full Governing Body (maintained schools only).

### **Quorum**

Three (unless otherwise agreed).

### **Clerking**

The Governing Body must appoint a Clerk to the committee. The Clerk must not be the Headteacher.

### **Purpose of Committee**

A premises committee would be concerned with the use of premises, grounds and extended school facilities. Its terms of reference may include making recommendations on accommodation, catering, cleaning, decorating and maintenance. It may monitor efficient use of utilities such as water, electricity or gas and maintain an overview of costs and lettings policy of the premises. Health and Safety may also fall within this remit.

### **Terms of Reference**

To establish and keep under review a Building Development Plan.

To establish and keep under review an Accessibility Plan.

To monitor and review all aspects of maintenance and improvement or repair to the buildings, grounds and plant.

To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.

**To alert the LA to Health and Safety issues relating to maintenance of buildings and grounds (Community and Voluntary Controlled schools only).**

To administer applications for hire of premises.

To ensure that the character of the school's building is retained.

To make recommendations to the Finance Committee on premises-related expenditure.

To appoint architects, builders, ground maintenance teams, surveyors etc according to established procedures laid down by school governors and monitor all aspects of their work.

To arrange professional surveys and emergency work as necessary:

- *The Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.*

In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids.

To prepare and review an Emergency Response Plan in line with regulations or LA advice.

To create a project committee where necessary to oversee any major developments.

To review, adopt and monitor a Health and Safety policy.

To ensure that the Governing Body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

Additional items which individual governing bodies may wish to include.

## **Meetings**

Committee meetings will be held on an as required basis but at least once a term.

A clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within agreed timescales.

The committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate.

Any matters which may be in conflict with the work of another committee must be referred to the Governing Body.

## **Authority**

The Committee is authorised by the Governing Body:

To investigate any activity within its terms of reference.

To seek any information from any employee, with all employees directed to cooperate with any request made by the Committee.

To obtain any outside legal or independent professional advice where it deems it necessary.

\* Number can be determined by the Governing Body

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