

## PREMISES COMMITTEE

### **Terms of Reference:**

- 1 To approve lettings of school premises and set appropriate charges.
2. To advise the Headteacher on matters relating to the school buildings and premises.
3. To be responsible for the maintenance and care of the site upon which the school buildings are situated.
4. To monitor the general conditions of the buildings and to make recommendations to the Full Governing Body.
5. To ensure that all areas of the site, buildings, fixtures and fittings are secure, safe and correctly maintained according to current regulations.
6. To oversee the installation and maintenance of environmental facilities as may be required. To ensure that the school grounds and facilities are aesthetically pleasing and environmentally friendly where possible.
7. To take due regard of Health & Safety issues and regulations to the school site, and ensure that risk assessments are undertaken and results recorded.
8. Review Lettings Policy biannually (or earlier if required) and report to the full governing body
9. Review Health and Safety Policy biannually (or earlier if required) and report to the full governing body

These terms of reference were agreed by the Governing Body on 3 December 2018, last reviewed September 2022 (pending approval by the Governing Body)

Membership: Initial membership agreed by the Full Governing Body, 10 September 2018.

Quorum: At least 3 committee members who are governors

| Name of committee member | Date of Appointment to Committee |
|--------------------------|----------------------------------|
| S Powell                 | 10 September 2018                |
| S Strickland             | 10 September 2018                |
| Mr A Nizzer              | 7 September 2020                 |
| School Business Manager  | 10 September 2018                |
| Headteacher              | 10 September 2018                |

Chairman of Committee: Mr S Strickland

Clerk to Committee: Clerk to Governors

Date Committee Established – 10 September 2018

Date of last review – September 2023