

SIR ROBERT GEFFERY'S SCHOOL

GOVERNANCE OF SIR ROBERT GEFFERY'S SCHOOL COMMITTEE TERMS OF REFERENCE

Title	<u>Premises Committee</u>
Purpose statement	To ensure the school building and grounds supports the schools aims and ethos and is affordable.
Membership	<p>The Committee shall comprise of at least 4 Governors.</p> <p>The Committee may have in addition, such non-voting members as the Governing Body shall appoint.</p> <p>The Governing Body may remove or replace a member of the Committee at any time.</p>
Quorum	The quorum shall be not less than 3 governors
Chairman	The Committee shall appoint a Chairman at its first meeting held in the Autumn Term of each year.
Meetings	<p>The Committee shall meet at least once per term or otherwise as required.</p> <p>The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.</p> <p>In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.</p> <p>In the absence of the clerk, the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).</p> <p>The minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).</p> <p>Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.</p>
Terms of Reference	<u>General Terms</u> To act on matters delegated by the full governing body. To liaise and consult with other committees where necessary. To contribute to the School Development Plan. To consider safeguarding and equalities implications when undertaking all committee functions.

Monitoring

To review the School Development Plan's building and grounds priorities, termly or otherwise, as required for approval of the Governing Body.

To provide support and guidance for the governing body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.

To ensure that inspections of the premises and grounds takes place and a report is received identifying any issues.

To inform the governing body of the report and set out a proposed order of priorities for maintenance and development.

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.

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

To establish and keep under review an Accessibility Plan and a Building Development Plan

To review, adopt and monitor a Health and Safety policy, and to ensure that the school complies with health and safety regulations.

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.

To review the lettings arrangements and hiring fees annually for the approval of the Governing Body.