

## **Terms of Reference Premises Committee (incorporating Health & Safety)**

### **Membership (appointed annually)**

A minimum of 3 members of the Governing Body:

- Paul Bond
- Becky Davies

1 staff governor:

- Kim Law

The governing body may also appoint 'associate members' to this committee. An associate member is not a governor and does not have voting rights.

**Chair:** Paul Bond

**Clerk:** Kim Law

**Quorum:** 3 voting members

### **Committee Task**

To take responsibility for the following delegated and non-delegated activities in premises and health and safety matters.

#### **Delegated:**

In these areas the committee has the power to act on behalf of the governing body and will give progress reports:

- Prepare plans for the year, working within Development Plan guidelines
- Identify problems relating to school buildings and premises, both internally and externally, and recommend action to the governing body where appropriate
- Establish and review the Health & Safety policy
- Work within the framework of all appropriate legislation and policies (internal, professional, governmental etc)
- Monitor quality, progress and performance of contracted work

#### **Non-delegated:**

In these areas the committee will make recommendations to the governing body:

- Conduct health and safety audits, risk assessments and fire risk assessments
- Advise the governing body on all premises and health and safety matters
- Link with appropriate staff and agencies (both internal and external to the school) on premises issues
- Make insurance recommendations

### **Minutes**

Minutes are to be taken by the committee clerk at every meeting. These are to be forwarded to the clerk to the governors who will circulate to all governors prior to each meeting of the full governing body. A file copy of the minutes to be kept in school.