

Terms of Reference for Premises, Health and Safety Committee

1. MEMBERSHIP

The committee shall consist of not less than three governors and a member of the Senior Leadership Team.

The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the headteacher following consultation with the committee.

Other members of the governing body may attend meetings of the personnel committee and may contribute to discussions on matters under consideration. Only full members of the committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the committee.

2. QUORUM

The quorum shall be two non-staff governors.

3. MEETINGS

The Committee shall meet half-termly, or more frequently as may be required from time to time.

4. CHAIR ROLE

The chair of the committee shall be elected annually at the first Full Governors meeting of the Autumn term.

5. STANDING ORDERS

The agenda for the meeting shall be distributed at least seven days before the meeting.

A summary of decisions taken and points for action will be noted in the minutes as a record of the proceedings of the meeting.

Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.

A report of proceedings of meetings of the personnel committee shall be circulated with the papers of the next full meeting of the governing body.

6. TERMS OF REFERENCE

As a consequence of delegation from the Full Governing Body the committee shall carry out the following tasks:

- Monitor the annual programme of repairs and maintenance
- Discuss premises management issues, major capital works and improvement in respect of premises related expenditure.
- Liaise with the Site Manager and School Business Manager to ensure that the appropriate maintenance services are in place
- To review the 'Every Activities Report'
- Ensure policies for security and fire safety, health and safety, including monitoring procedures, are in place
- Ensure that the school complies with health and safety regulations
- Ensure that suitable risk assessments are prepared and that action is taken to minimise risk

- Ensure action to meet governors' responsibilities under the Environmental Protection Act 1990 relating to litter and refuse are in place
- Through the School Business Manager, liaise with the Finance Sub-Committee, at least annually, in respect of budgetary matters, particularly if any expenditure is likely to exceed the budgeted premises costs.
- To review annually the school's 'lettings' policy and make any recommendations for changes to the governing body as fit.

7. POLICIES TO BE REVIEWED

Policy	Due for review
Critical Plan	Autumn 1
Intimate Care	Autumn 1
Health and Safety	Autumn 2
Asthma	Autumn 2
Accessibility Plan	Autumn 2024 (every 2 years)
Swimming Pool Policy	Spring 1
Lone Worker	Spring 1
First Aid & Children with medical conditions	Spring 2
Fire Safety Policy	Summer 2
Lettings	Summer 2
Allergy and Anaphylaxis policy	Summer 2
Educational Visits	Summer 2

8. DECLARATION OF INTERESTS

Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

Ratified and updated Autumn 2025