

Lakey Lane Primary School

Site Committee: Terms of Reference

Purpose

The Premises Committee will have the role of exercising on behalf of the Governing Body all of its powers and responsibilities in respect of all building matters, except where regulations or statutory provisions present, or the Governing Body expressly provides otherwise.

Membership

The Committee will consist of at least 4 Governors appointed by and from the Governing Body.

Quorum

The quorum for any meeting of the Committee will be 3 Governors. In the event of a quorum not being present the meeting shall be adjourned.

Meetings

The Committee will:-

- a) Meet and report to the Governing Body once per term.
- b) Formulate maintenance and improvement plans for the premises in accordance with the needs of the school.
- c) Ensure the school receives value for money by obtaining 3 quotes. This is essential for projects exceeding £5,000 and good practice for projects exceeding £2,500.
- d) Formally document work required and requested.
- e) Delegate day-to-day management of the premises to the Head Teacher supported by the Site Manager.
- f) To advise the Governing Body on priorities, including Health and Safety for the maintenance and development of the school premises.
- g) To oversee arrangements for repairs and maintenance.
- h) To make recommendations to the Finance Committee on premises related expenditure.

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- i) In consultation with the Head Teacher and the Finance Committee, to oversee premises related funding bids.
- j) To oversee arrangements, including Health and Safety for the use of school premises by outside users, subject to the Governing Body policy.
- k) To establish and keep under review a Building Development Plan.
- l) To establish and keep under review an accessibility plan.

Business

When the Chair of the Committee is not present, the Committee shall elect from its number a chairperson for the meeting. A secretary will be nominated and shall be responsible for recording proceedings of the meeting. A verbal report or notes will be given at the following Governing Body meeting.

Term of Reference will be reviewed annually.