

# HARBORNE PRIMARY SCHOOL GOVERNING BODY

## Terms of Reference

### Premises Committee

#### **Quorum:**

The quorum for meetings of the Committee shall be **3** governors.

#### **Meetings:**

The Committee shall meet once a term or otherwise as required.

#### **Minutes:**

The Clerk to the Full Governing Body is the Clerk to the Committee. In the absence of the Clerk, the Committee can appoint a member (but not the Head Teacher) to act as Clerk to the meeting.

#### **Chairing:**

The Committee shall appoint a Chair at its first meeting of the academic year.

#### **Terms of Reference:**

The Committee shall have the following delegated responsibilities in respect of the School premises:

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the School's premises.
- Establish and maintain an Accessibility Plan and strategy for increasing over time, the accessibility of the school for disabled pupils.
- Ensure that "reasonable adjustments" are made for disabled people that require access to the School and or services provided by the School.
- Monitor and review the arrangements for risk assessments undertaken in school giving due regard to both statutory and Local Authority guidance.
- Monitor and review the School's security and its associated procedures recommending any changes that are necessary in order to safeguard the well being of the pupils, staff and wider school community.
- In consultation with the Head teacher oversee the arrangements for repairs and maintenance in the school.

- To consider proposals on premises-related expenditure in line with the agreed levels of financial delegation.
- In consultation with the Head Teacher oversee premises-related funding bids.
- Establish and maintain a written policy on community use of the school premises.
- To oversee arrangements, including Health and Safety and public liability insurance, for the use of school premises by outside users, subject to the requirements of the written policy.
- To establish and keep under review a Premises School Development and Improvement Plan.

These Terms of Reference were reviewed by the Premises Committee:

Signed :  
Chair of the Premises Committee

Dated:

These Terms of Reference were approved by the full Governing Body on:

Signed:  
Chair of the Governing Body

Dated: