

TERMS OF REFERENCE FOR PREMISES COMMITTEE

**ST PETER'S C. of E. SCHOOL
BIRMINGHAM
B17 OBE**

All terms of reference need to be annually reviewed, updated and approved by the full governing body.

1. Membership

- 1.1 The membership shall be at least 3 governors plus the Head Teacher in her voting capacity. The committee members can ask the governing body to appoint up to 2 non-voting members with appropriate skills.

2. Quorum

- 2.1 The quorum shall be three voting members, excluding the Head Teacher

3. Meetings

- 3.1 The committee will meet at least once a term (3 times a year).
- 3.2 Any additional meetings will be called as necessary; at least 7 days notice must be given when calling a committee meeting.

4. Minutes

- 4.1 Pending the availability of the clerk, internal arrangements for taking and distributing the minutes will operate on a rotational basis, excluding the Head Teacher.

5. Chairing

- 5.1 The committee shall elect a Chair and Vice Chair annually.
- 5.2 The Chair will be responsible for drawing up the agenda and distributing it to committee members at least 7 days in advance.

6. Reporting to the Governing Body

- 6.1 The Chair will report to the full governing body on main decisions taken and any recommendations that the governing body needs to vote on.

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7. Responsibilities

The Governing Body of St Peters CE Primary School has delegated the following duties and responsibilities to the premises committee:

To provide premises that are fit, safe and conducive to teaching and learning

- 7.1 To undertake the appropriate action in respect of repair and maintenance items including the development of a rolling programme and to monitor expenditure and to make reports to the Governing Body (This to be linked to the SDP)
- 7.2 To monitor through the Head Teacher, Diocese and Health and Safety Representative, the condition of the school premises and ensure the school complies with health and safety regulations:
 - Make reports to the LA and Diocese via the Head Teacher, in respect of those items, which remain in the LA's and Diocese responsibility.
 - To receive from the Governing Body an allocation of expenditure in respect of those items of repair and maintenance which are under control of the Governing Body and to determine priorities for expenditure.
 - To prepare for the consideration of the Governing Body proposals for the delegation of authority and to take action on minor items of repair and maintenance to the financial limit of **£5,000**.
- 7.3 To review and consider the school's Letting's policy and be presented to the full governing Body for approval.
- 7.4 To consider, investigate and report on or respond to as appropriate any complaint or correspondence as it may relate to the school premises.

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