



Terms of Reference for the Premises and Health & Safety Sub Committee of the Governing Body of All Saints' CE (C) Primary School, Alrewas

Responsibilities

- I. To inspect annually premises and grounds and oversee the preparation of a list of priorities for maintenance and development of the same.
2. To be responsible for the monitoring of the fabric of school premises and the authorisation of maintenance work within the school budget.
3. To be responsible for the monitoring of cleaning and ground maintenance.
4. To be responsible for overseeing caretaking arrangements.
5. To consider improvements, alterations to school premises and to make recommendations to the Governing board.
6. To agree specifications for any works to be undertaken by outside contractors, from within the delegated budget, and recommended to the finance committee.
7. To be responsible for monitoring the arrangements for security of the premises.
8. To be responsible for improving/replacing furnishings within the school,
9. To monitor the operation of the LEA's Health and Safety policy in order to safeguard the health and safety of staff, pupils and visitors to the school. To make recommendations to the governing body regarding these issues. This includes risk assessment and risk assessment procedures.
10. To make recommendations for updating the school improvement plan in relation to the management of school premises.
11. To be responsible for planning for accessibility.
12. To review annually in November the School's H&S policy

Composition

The committee must be a minimum of 3 governors plus the headteacher.

The governing board must agree the membership, proceedings, and terms of reference annually, at the first meeting of the school year.

Co-opted members can be included on the committee, provided that the majority of members are governors.

Chair of Committee

The chair will be appointed by the Full *Governors Meeting* on an annual basis, at the last meeting of the school year, for the subsequent year.

Members for the Academic Year 2018/2019

Anna Golden (Head Teacher)

Roger Hailwood (Chairman)

Rev Chris Precious

Jean Simpson

Peter Speers

Reviewed September 2018

Next Review September 2019