

## Premises Committee

### Terms of Reference

To be reviewed annually – Introduced November 2024

### Committee Meetings

These ToR's enable the committee to comply with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

This committee has been established by the Governing Body

1. The Quorum is a minimum of three governors who are a member of the committee. Reg22-(2). The quorum for any meeting of a committee must be determined by that committee, but in any event must not be fewer than three governors who are members of the committee.
2. The committee normally meets once per term, but a minimum of three times per year.
3. The committee Chair should be elected by the committee and be appointed annually at the Autumn meeting.
4. Committee meetings are not normally open to the public but minutes shall be made available on request – non governors can be invited to attend a committee meeting where appropriate, e.g. School employees, specialists, etc where appropriate for the matters to be discussed. Information relating to a named person or any matter that the committee considers confidential does not have to be made available for inspection.  
Reg26 –(8) subject to paragraph (9) the committee must, as soon as reasonably practicable, make available for inspection by any interested person, a copy of –
  - a. The agenda for every committee meeting
  - b. The signed minutes of every such meeting
  - c. Any report or other paper considered at any such meeting.(9) the committee may exclude any item required to be made available in pursuance of paragraph (8) any material relating to
  - a. a named person who works, or is proposed should work, at the school
  - b. a named pupil at, or candidate for admission for the school
  - c. any other matter that, by reason of its nature, the committee is satisfied should remain confidential
5. If the clerk fails to attend the meeting, the committee must appoint one of their number (who is not the head teacher) to act as clerk for the purposes of the meeting.
6. In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number
7. The agenda and the draft minutes will be circulated 7 days in advance of the meeting. The minutes of the previous meeting will be presented in the meeting for approval by the committee.
8. Any decisions taken in committee must be determined by majority of votes of committee members present.

9. The committee shall not normally meet without the headteacher, or a substitute nominated by the head teacher, being present.

#### Roles and Responsibilities.

1. To provide support and guidance for the governing body and the head teacher on all matters relating to:
  - Building maintenance
  - Personal safety
  - Safeguarding (site)
2. Maintain an overview of premises, condition and suitability for use including;
  - Ensuring all statutory maintenance and inspections are undertaken
  - Monitoring the status of planned maintenance
  - Ensuring a suitable Asbestos Register and Management plan is in place
  - Ensuring a suitable Fire Safety Risk assessment is in place.
3. To ensure the safety of all uses of the premises by;
  - Maintaining an overview of the schools Emergency Procedures
  - Reviewing any significant injuries sustained by anybody accessing the premises
  - Reviewing, adopting and monitoring the Health and Safety policy
  - Ensuring we are complying with Health and Safety Law
  - Ensuring suitable and sufficient Risk Assessments are in place, including Legionella, COSH and DSEAR where appropriate.
4. Maintain an overview of Safeguarding within the school with respect to the physical aspects, e.g. perimeter fencing, locks, gates, cameras.
5. Report information back to the Full Governing Body.

Current chair – November 2025 – Simon Marshalsea