

William Tyndale Primary School

Terms of Reference for the Premises Committee as at September 2021

Membership: Shall not be fewer than four governors including the Head Teacher

The Committee may make recommendations to the governing body for co-option of non-governor members.

Quorum: Three governors which may include the Head Teacher.

Meetings: At least once a term and otherwise as required.

Terms of Reference:

- 1) To provide support and guidance for the Head Teacher and consider all matters relating to the premises and grounds, including security, Health & Safety and risk management matters.
- 2) To ensure that the premises and grounds are audited annually with consideration with the Good Estate Management Guidance and the School's Condition Survey, and that a corresponding statement of priorities for maintenance and development is prepared annually for approval by this Committee.
- 3) To ensure that governors consider whether to commission an independent Condition Survey every five years.
- 4) To ensure a summary of works is shared at the termly Premises Committee meetings to be considered in line with the Good Estate Management Guidance, and in order for the Committee to ensure robust processes for reviewing and addressing Premises matters are in place.
- 5) As necessary to meet with the Finance Committee to consider and approve costs and arrangements for maintenance, repairs and redecoration.
- 6) To ensure Policies, including the Emergency Plan, Health & Safety policy and lettings policy are up-to-date, ratified and that implementation is evaluated.
- 7) To review the Asset Management plan (within the School Development Plan) annually at the Autumn term meeting.
- 8) To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990.
- 9) To ensure premises insurance arrangements are adequate.