

## TERMS OF REFERENCE - FOR JCoSS PREMISES COMMITTEE

There will be at least six members of the Premises Committee. The quorum for any meeting shall be not less than three governors, none of whom shall be an associate member. The Chair and Vice-Chair of Governors, the Head of the Finance Committee and the Head Teacher will be ex officio members of the Committee and will count towards the quorum.

The Committee will make sure that there are no members who have a conflict of interest therefore membership may vary depending on topics under discussion. The Committee will elect a Chair from among the members of the Committee. In the absence of the Chair at a meeting the Committee will elect any member to act as Chair for that meeting. The Committee may invite non-governors to attend, but in a non-voting capacity.

1. To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety.
2. To monitor and revise the premises elements of the Accessibility Plan.
3. To inspect the premises and grounds annually and prepare a report on any issues identified and a proposed order of priorities for maintenance and development for the approval of the Governing Body.
4. To approve the costs and arrangements for repairs, maintenance and redecoration within the budget allocation and to oversee the preparation and implementation of contracts.
5. To be aware of the respective responsibilities of the Governing Body and the LA in relation to premises, to ensure that the LA is informed of any matters for which it has responsibility, and to monitor such issues in order to ensure that appropriate action is taken.
6. To undertake an annual safety and security audit of the premises and report on same to the Governing Body; and to ensure that the school complies with health and safety regulations.
7. To report findings of inspections and audits to the Headteacher and liaise with him/her to ensure that action is taken as appropriate.
8. To seek advice from the LA as appropriate.
9. To ensure the discharge of governors' responsibilities regarding litter under the Environmental Protection Act 1990.
10. To prepare a lettings and charges policy for the approval of the Governing Body and to monitor and evaluate the implementation of that policy.
11. To consider and make recommendations on risk management and insurance arrangements with regard to vandalism and other premises-related matters.

Signed Paul Koopman (Chair)

Date November 2024

Reviewed and approved, Premises Committee [**November 2024**]

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<b>To be approved by Full Governing Body</b>		
<b>Policy</b>	<b>JCoSS Staff i/c</b>	<b>Statutory/ non Statutory</b>
Data Protection Policy GDPR	Finance Director	Statutory

<b>Governing Body free to delegate to a committee of the GB, an individual or HT</b>		
<b>Policy</b>	<b>JCoSS Staff i/c</b>	<b>Statutory/ non Statutory</b>
Active Travel Plan	Transport	
Audio/Video Recording of Meetings Policy	Head	
Covert Recording Policy	Head	
Critical Incidents (including Communication)	Head	
Data Protection Policy (GDPR)	Finance Director	
Governor Virtual Meeting Attendance	Head	
Health & Safety	Finance Director	Statutory
Lettings	Finance Director	
Security	Finance Director	
Severe Weather	Finance Director	