



PURBROOK INFANT SCHOOL
ALDERMOOR ROAD EAST, PURBROOK PO7 5NQ
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Headteacher: Lucinda M Clements
Deputy Headteacher: Lara G Jelliff
Administrative Officer: Hazel K Dean



TERMS OF REFERENCE

PREMISES SUB COMMITTEE

1. Establishment . The Premises sub committee is a subcommittee of the Full Governing Body and established by the FGB.
2. Membership. The FGB will determine the number of members of the Premises sub committee and who will serve on it. The Head Teacher and Chair of the Governors will either be members or be invited to attend meetings of the subcommittee. For a meeting to be quorate at least 50% (rounded up) of voting Governors must be present.
3. Election of Officers. The roles of Chair and Vice Chair will be filled annual in September/ October at the first meeting of the new school year. Nominations including self nominations, being sent to the Clerk to the Governors prior to the meeting.
4. Agenda and Minutes. Agendas for meetings will be prepared and circulated at least 7 days before the meeting. Minutes will be produced and circulated not later than 14 days after the meeting. After being approved at the following meeting minutes will be signed by the Chair and Head Teacher. Copies of the minutes will then be posted on the Governors' web site, and a hard copy held in the Office available for inspection by any authorised person.
5. Meetings. The number of meetings to be held each year will be agreed by the FGB. Dates for all meetings including subcommittee meetings will be agreed at the final meeting of the FGB in July each year for the following school year. Extra or Special meetings can be called as and when required by the Chair of the sub committee or the Chair of Governors.
6. Review of Policies. The current schedule of Policies indicates those which can be reviewed and approved by the subcommittee. After review the policy is signed by the Chair of the sub committee and Head Teacher and a hard copy held in the office. The schedule of Policies also identifies those Policies which can be reviewed by the sub committee and recommended for approval by the FGB at their next meeting.
7. Reports. Each sub committee is required to submit a brief verbal or written report o the next meeting of the FGB. This report will include any issues for further consideration by the FGB and anything which requires approval by the FGB.
8. The Premises sub committee will be responsible for :-

8.1 Health and Safety.

Monitoring the implementation of the Health and Safety Policy and Child protection Policy and procedures to ensure compliance including:-

- Effectiveness of Policies report
- Visual inspections of buildings, plant and equipment
- Risk assessments of site
- Allocating resources to any issues identified
- Reviewing training requirements and ensuring all parties are compliant

- Seeking external advice when appropriate
- Ensuring effective records are kept

8.2 School Maintenance

To include:-

- Inspecting the Premises, grounds and equipment and prepare a statement of costed priorities for maintenance and development for the approval of the FGB (with reference to the asset management plan)
- Monitoring the implementation of any capital works programme
- Ensuring that School Premises alteration forms are being sent to the LA (if applicable)
- Negotiating any costs and arrangements for maintenance, repairs and redecoration are acceptable within the budget allocation
- Supporting any capital funding and grants where appropriate to maximise development of the premises

8.3 Other Tasks

To include:-

- Referring to the School Premises logbook to ensure the school is compliant with guidance on asset management and premises alterations.
- Assessing the impact of the Disability Equality scheme and contribute to an annual report to parents
- Developing school buildings strategy or master plan and contribute as required to LA Asset Management Planning arrangements.