

**Terms of Reference for the Premises & Expansion Committee of the  
Governing Body of St. John's C. of E. (V.A.) Primary School 2021 - 2022.**

**Membership**

1. The Committee shall comprise at least three governors, in addition to the Head Teacher, or nominated representative, and any other co-opted members.
2. The Committee may recommend the co-option of additional non-voting Members for approval by the Policy and Finance Committee.
3. The Chair and Vice Chair of the Committee shall be elected at the first meeting of the school year, to serve for a twelve month period.

**Meetings and Quorum**

- 3 The Committee shall meet at least once a term and for other ad hoc meetings/Site visits as required. The quorum for a committee meeting shall be three governors, including the Head Teacher, or nominated representative;
- 4 In the absence of the Chair, the Vice Chair shall chair the meeting.

**Clerk**

- 5 The Clerk to the Committee will ensure that agendas and papers for each meeting are sent out at least seven days in advance.

**6. Members' Interests.**

1. Any member of the Committee who has a direct or indirect pecuniary interest in any matter that is the subject of consideration by the Committee shall, at the meeting, disclose the fact and :

- take no part in the consideration or discussion of the matter;
- withdraw from the meeting during such consideration or discussion;
- not vote on any question relating to the matter.

**Terms of reference**

- (a) To ensure that *the SDBE is consulted and that governors and appropriate staff* have due regard to the DFE Blue Book (VA schools) when making decisions regarding school buildings and the school site.
- (b) To monitor the health and safety policy, and ensure that appropriate checks and assessments (eg, fire risk assessments, asbestos registers) are carried out.

- (c) To review the effectiveness of the school's safeguarding procedures in respect of the school premises and site in ensuring the safety of pupils.
  - (d) To work within guidelines laid down by the Governing Body in respect of competitive tendering
  - (e) To review all property and plant related contracts and service level agreements at least annually, unless the contract period is longer.
  - (f) To ensure compliance with any statutory direction given by the LA and the DFE in relation to health and safety and also with the governing body's health and safety policy and to receive regular reports on fire drills, accidents, dangerous occurrences from the appropriate person.
  - (g) To inform the Policy & Finance Committee of any repairs or cleaning of premises or equipment that needs to be provided for within the budget
  - (h) To determine priorities for maintenance and improvement of the premises through preparation of a 5-year development plan, taking into account potential sources of funding, the LA's Asset Management Plan (AMP), where appropriate, and advice from the Diocesan Board and the School's consultants, as appropriate.
  - (i) To receive reports re any on-going maintenance, repairs, improvements and monitor progress of any bids for capital works, liaising with the Diocesan Board and LA as appropriate. To make recommendations to full governors regarding the use of the devolved formulae capital money.
  - (j) Review, execute and report to Governors on a planned maintenance programme.
  - (k) To monitor the condition of the school *premises with the Caretaker and, where appropriate, report to the LA any issues within the AMP which are LA liability and update information where works have been executed or inaccuracies occur in the LA records.*
  - (l) To ensure that adequate 100% insurance cover is provided for the school premises and the contents and liaise with the Diocesan Board and LA as appropriate.
  - (m) To ensure that reasonable efforts are made to achieve maximum energy conservation and ensure that a Display Energy Certificate (DEC)<sup>1</sup> and the accompanying report is commissioned annually.
  - (n) To develop and maintain a sustainability policy in respect of use, maintenance and improvements of the school buildings and site, having due regard to the legal requirements and regulations.
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- (o) To meet when appropriate with School's consultant in order to provide feedback to the Governing Body on service and to review working relationships.
  - (p) To report the Committee's resolutions and recommendations to the next full meeting of the Governing Board
  - (q) To keep the terms of reference under review and recommend any changes to the Governing Body prior to the annual review of committees.
  - (r) To determine any other matters referred to the Committee by the Governing Body.
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Signed : \_\_\_\_\_ Position : \_\_\_\_\_

Date