



THE KITE PRIMARY FEDERATION

PREMISES and HEALTH & SAFETY COMMITTEE

TERMS OF REFERENCE

Purpose

The main function of the committee is to advise the Governors on general matters relating to the Federation's premises and Health and Safety.

Delegated Powers

In addition, the Committee will have the following specific annual tasks:

- a) To develop a school building strategy or master plan and to present this capital expenditure plan to the governing board for approval.
- b) To develop a planned programme for internal and external maintenance within the annual budget.
- c) To ensure all building and associated services maintenance contracts are reviewed.
- d) To ensure compliance with the Equality Act 2010.
- e) To monitor Off-Site Activities including adherence to West Berkshire Council's policies and procedures.
- f) To review any other building and premises issues that may affect the smooth running of the schools.

Membership

The membership of the Premises Committee will be four Governors or such other number as the governing board may from time to time decide. The Executive Head Teacher will be an automatic member. The Chair of Governors will be an ex-officio member. Non voting members will be co-opted as required, including the Premises Officer for the Federation.

Chairing

The Chair of the Committee shall hold office for a period of one year commencing in the Autumn Term. Minutes of each meeting shall be taken and circulated to all Governors.

Quorum

The quorum shall be three of which the Executive Head Teacher must be one.

Frequency of Meetings

Meetings will be held once every term at least two weeks prior to the Governors' meeting or as required. One weeks' notice is to be provided except in case of emergency.

Reporting Arrangements

Draft minutes of meetings will be circulated to the committee chairman, EHT and Premises Officer for scrutiny. They will then be distributed to all committee members prior to the next committee meeting where they will be submitted for approval and signed by the chair of the committee.'

Review

These Terms of Reference will be reviewed annually by the Premises Committee and approved by the Governing Board in the Autumn Term.

Approved by Full Governing Board	Chair of Governing Board
Date :	Signature:
Next Review due	Autumn Term 2024