

Premises & Safety Committee

Terms of Reference



St Joseph's Catholic Primary School

Preamble

The work of all school committees should reflect the Catholic nature of our school. These terms of reference are set out in the context of our Mission Statement and School Development Plan. The Chairman (who cannot be an employee of the school) is responsible for arranging meetings and ensuring that minutes are taken and presented to the Full Governing Body (FGB) at their next meeting.

Committee Terms of Reference

1. To provide support and guidance to the school on all matters relating to the school premises and grounds, health and safety, and security.
2. To advise the FGB on priorities for the maintenance and development of the school's premises, to include an annual inspection of premises and drafting of a statement of priorities for the forthcoming year.
3. To ensure that the school complies with health and safety regulations and to prepare and annually review a Health & Safety Policy and to monitor the effectiveness of this Policy.
4. To be involved in capital and minor works programmes within the regulations and guidelines of the Local Authority and the Diocese.
5. To oversee implementation and costing of maintenance, repairs and redecoration within the budget allocation, to include overseeing the preparation and implementation of major contracts.
6. To oversee arrangements for the use of school premises by outside users, to include preparation and annual review of a lettings and charges policy.
7. To be proactive in health and safety and security matters around the school.
8. To ensure that the security measures of the school and site are regularly monitored.
9. To ensure any necessary liaison with the relevant authorities.
10. To ensure that the Governors' responsibilities under the Environmental Protection Act 1990 regarding litter are discharged.
11. To monitor food quality.
12. To carry out other premises, health, safety and security matters as appropriate as instructed by the FGB.

Meetings and Quorum

The Committee shall meet once per term and may delegate various functions to subgroups which will meet as and when required, reporting back to the Committee each term.

The Quorum shall be three, two of whom must be Governors and one the Headteacher or nominated Deputy.

Committee Membership

Membership shall consist of no fewer than three Governors plus the Headteacher. The Committee shall have such co-opted non-voting members as the Governing Body shall appoint. The Committee may make recommendations for these appointments.

Membership as of November 2017

- John Hanlon (Governor) (Chair)
- Sue Tomkys (Headteacher)
- Sophie Bale (Governor) (Clerk)
- Sr. Marie Ann (Governor)
- Catherine Clarke (Governor)
- Francesca Carder (Governor)
- Julio Barresi (co-opted – Site Manager)

Review of Committee Terms of Reference and Membership

These terms of reference, composition and Chairman of committee will be reviewed at the FGB meeting in the school year.

Last reviewed and approved November 2018.