

The Cardinal Wiseman Catholic School

PREMISES COMMITTEE

Terms of Reference

2014/ 2015

Membership

1. The Committee shall consist of not less than three members nominated at the Governing Body meeting held in the Autumn Term.
2. Members of the Governing Body not directly in membership with the committee may be invited to attend.
3. Quorum to elect Chair to the committee shall be three members of the committee.
4. Quorum to conduct normal business on behalf of the Governing Body shall be three members of the committee and the Headteacher.

Meetings

1. The committee must meet once every term.
2. Agenda and relevant papers should be sent to members 7 days before a scheduled meeting.
3. Meeting notes must be taken.

Alternative Arrangements for Governor Participation at Meetings

Where a governor is unable to be physically present on the date of the meeting:

1. A governor may participate and vote at meetings via telephone or video conferencing facility, if they have indicated this in advance of the meeting and this facility is available.
2. If a governor participates/votes at meetings but is not in attendance, due regard will be paid to confidentiality and fair and equal contribution to the meeting.
3. The school will make arrangements for the meeting to take place where telephone or any other method of electronic communication will enable a governor to participate fully including vote on issues.

Roles and Responsibilities

1. To elect a Chair to the committee at the meeting held in the Autumn term.
2. To nominate a clerk to keep a record of the meeting.
3. To discuss matters relating to the fabric of the buildings and site.
4. To ensure an appropriate health and safety policy is in place.
5. To carry out an annual Risk Assessment during the Summer Term and to ensure the Site Manager submits a report to the committee at their Summer Term meeting.

6. To discuss school building projects.
7. To monitor progress of spend against allocated budget.

Reporting to the Governing Body

1. The committee meeting notes are to be made available to the full Governing Body.
2. Report all matters that are legal requirements and MUST be taken to the full Governing Body.
3. Report from the above what it might be necessary / polite / of interest to the full Governing Body.

Members Interests

Any member of the Premises Committee who has a direct or indirect pecuniary interest in any matter, which is the subject of consideration by the committee shall, at the meeting, disclose the fact and take no further part in the discussion. At the discretion of the committee, the committee member shall leave the meeting.

Review

1. These terms of reference are to be reviewed annually at the first meeting of the committee in the Autumn Term and presented to the Governing Body for approval at their next meeting.
2. These terms of reference will be approved by the full Governing Body at their meeting to be held on 19th March 2015.

Date for Review by the Premises Committee: 19th November 2014

Date of Next Review: Autumn Term 2015

Approved: _____
Chair of Premises Committee