



St. Thomas More Catholic Primary School, Great Wyrley

GOVERNORS PREMISES – HEALTH & SAFETY COMMITTEE

Terms of Reference

- Regular inspection of the premises to identify essential maintenance work
- Recommend to the governing body an ongoing programme of repairs and maintenance, taking into account the Asset Management Plan (AMP)
- Consider the need for improvement/extension projects in order to enhance the delivery of the curriculum or to provide for increasing number of pupils
- Oversee the letting of contracts for maintenance, repairs and small improvement work, cleaning and grounds maintenance
- Regular consideration of health & safety issues associated with the building and site
- Monitor and review the arrangements for cleaning the building and maintaining the surrounding areas
- Maintain satisfactory standards of furniture and fittings
- Monitor and review the school's letting policy and out of hours use
- Monitor and control the school's energy needs
- Request tenders for work over £10,000 (as reflected in the scheme of delegation) and take responsibility for deciding which to accept
- Ensure it receives minutes of the committee meetings
- Review the committees terms of reference and membership annually

Membership

The committee shall consist of no fewer than three Governors plus the Headteacher and Bursar.

The committee shall have co-opted non voting members as the Governing body may appoint. The committee may make recommendations for these appointments.

Quorum

The quorum shall be three Governors. The committee shall not meet without the Headteacher present or a substitute being nominated by the Headteacher.

Meetings

The committee shall meet at least once a term and otherwise as required.

Mr E. Bullivant (chair)
Mrs M. Powell (clerk)
Mrs M Edwards
Mrs Keeling
Mrs S. Hewitt (Headteacher)

Reviewed by Premises-Health & Safety Governors on 4th October 2017

Signed – Chair of Premises-Health & Safety

Mr. E A Bullivant