

Terms of Reference for the Leadership & Management (Business including Premises, Health & Safety) Committee

The Committee will consist of the Headteacher and at least three other members of the Governing Body. The School Business Manager will be co-opted onto the committee.

The Committee will meet as and when needed, but at least once each term and in advance of each Full Governing Body meeting

The Committee will appoint its own Chair. All members of the Committee will have equal opportunities to present their views. Three quarters of the committee membership constitutes a quorum.

The Headteacher will decide and implement all expenditure premises up to a value of £5,000 and advise the Committee of his actions. The Headteacher will make the Committee aware of larger projects and, taking into account the available financial resources, the Committee will decide upon and require the Headteacher to implement all expenditure related to the building and premises matters up to a value of £10,000. The Committee will make the full Governing Body aware of their decisions.

The Committee will recommend to the Full Governing Body all expenditure related to buildings and premises in excess of £10,000 and seek a formal vote to approve this recommendation.

The Premises Committee will be responsible for:

- i) Overseeing all matters pertaining to the fabric of the building, both internal and external, including all relevant utilities
- ii) Contributing to the development plan by indicating priorities for maintenance and improvement.
- iii) Deciding upon the award of contracts for all major projects (minor ones being decided by the Headteacher)
- iv) The appointment, as necessary, of an appropriate business or organization, to manage larger building and maintenance projects
- v) Overseeing decisions relating to grounds maintenance and having regard to the Environmental Protection legislation
- vi) Overseeing decisions relating to School Cleaning.
- vii) Overseeing decisions relating to School Catering.
- viii) The school's Health and Safety Policy.
- ix) Arranging and carrying out annual risk assessments and implementing the outcomes
- x) The oversight of school security as it relates to the well-being of staff and pupils
- xi) The oversight of school lettings and related charges and insurances.
- xii) The oversight of lease arrangement and tenancy of Natland & Oxenholme Pre School.