

## **St Joseph's College Edmund Rice Academy Trust Premises and Safety Committee Terms of Reference**

### **Purpose statement**

To review and evaluate the management of the school estate. To oversee the use of premises, grounds and extended school facilities. To maintain an overview of costs and lettings policy of premises. To complete these tasks within the framework of the Eight Essentials of Christian Brother Education and the Mission Statement of the school.

**NOTE:** The only buildings presently covered for repairs and maintenance under a PFI agreement with Transform Stoke Schools Ltd and Stoke on Trent LA which runs until October 2025 are the original school, DT Block and Music Block. The Estate also covers areas not covered by the PFI agreement, including the Brothers' House, Stone House Sixth Form, Sports Pavilion and bungalow, the Fideliter Building and the Fortiter Building.

### **Membership**

The membership of the Premises and Safety Committee will be agreed at the Full Governing Body meeting in line with all other sub-committees.

### **Role of the Chair**

- The Chair will be appointed by the Committee annually at the first meeting of the new School year.
- The Chair will direct and control the meetings
- To cast a further vote if necessary to resolve any tied decision(s).
- To represent the committee at other meetings as necessary. To provide a report of the committee's actions to the Governing Body as required.
- To ensure accurate minutes are taken at each meeting.

### **Quorum**

The Premises and Safety Committee will be viewed as quorate with 3 voting Governors in attendance.

### **Meetings**

The Premises and Safety Committee will meet at least once per term.

### **Review**

These Terms of Reference will be reviewed annually at the first committee meeting of the new school year and agreed by the Full Governing Body.

### **Terms of Reference**

- To advise the Governing Body on priorities, for the maintenance and development of the school's estate.
- To oversee arrangements for repairs, maintenance and lifecycle.
- To make recommendations to the Finance Committee on premises-related expenditure.
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids.
- To monitor the PFI contract.
- To oversee capital projects and report to the both the Governing Body and the Finance Committee.
- To oversee arrangements for the use of all buildings, excluding Stone House by outside users, subject to the approved Lettings Policy.

- To establish and keep under review a Estates Development Plan.
- To evaluate accident analysis as provided by the Estates Manager.
- To conduct a site audit including: main site, the Fideliter Building, the Fortiter Building, and the playing fields annually.
- To consider the Community Use Agreement.
- To monitor the Premises Plan.
- To liaise with the Pupil Support committee with regard to:
  - a. Health & Safety
  - b. Accessibility Plan
  - c. DDA compliance
- To establish and keep under review a Premises Management Policy, Gritting Policy, a Lettings Policy and other policies relevant to the management of the school's estates.
- To oversee those policies identified in the Governors' Annual Plan and ensure they are reviewed in a timely manner.

**Reviewed: October 2016**

**Signed by Chair of the Premises and Safety Committee.....Date.....**

**Signed by Chair of Governors: ..... Date.....**