

STIPERSTONES CE PRIMARY SCHOOL
& CHIRBURY CE PRIMARY SCHOOL

PREMISES, SECURITY AND HEALTH AND SAFETY COMMITTEE

The main functions of this committee are to consider and monitor:

- the condition of the school buildings and take necessary action;
- lettings;
- health and safety and security policies and their application;
- the annual health and safety audit;
- Information and ICT Security Policy and its application;
- the Information and ICT Security Policy annual risk assessment.

1. TERMS OF REFERENCE

The committee's responsibilities are set out as follows:-

- for premises in Schedule 1.
- for health, safety and security in Schedule 2.

2. MEMBERSHIP

- a) The membership of the committee shall be:
 - 4 governors
 - the head (ex officio)
- b) Members of the committee shall be appointed annually at the autumn term meeting of the governing body.
- c) Should a vacancy arise on the committee a successor shall be appointed by the governing body at its next meeting following receipt of the resignation and members so appointed shall serve until the next annual review.
- d) The committee or the governing body shall appoint the chairman/chair.
- e) The governing body will appoint the clerk who shall not be the headteacher.

3. QUORUM

The quorum shall be three members of the committee.

4. MEETINGS

- a) The committee shall meet as and when necessary to fulfil its responsibilities.
- b) Meetings of the committee shall be called by the clerk to the committee and seven days' notice will be given with an explanation of the purpose of the meeting.

5. PROCEEDINGS

- a) The committee shall be conducted in accordance with the school Governance (Procedures) (England) Regulations 2003 and with any other regulations, amendments or directions as may be issued from time to time.
- b) Minutes shall be kept of each meeting and shall be circulated to all members of the committee before being signed by the chairman/chair. A report shall also be submitted to the next meeting of the governing body.
- c) The minutes shall be kept in a separate minute book.

SCHEDULE 1

TERMS OF REFERENCE - PREMISES

- 1. To monitor the state of repair of the school buildings and establish a reporting system to allow staff, pupils and others where appropriate to bring to the attention of the headteacher or committee any areas of concern.
- 2. Through the head, to liaise with the school's building inspector or other adviser over repairs and maintenance work to be undertaken each year.
- 3. Through the head, to take any action required to carry out repairs in an emergency.
- 4. To consider and recommend to the governing body any proposed improvement projects for which resources might be sought from the LA or from private school funds (in aided schools: and from the Diocese).
- 5. To be responsible for the co-ordination, progress and successful completion of any self-help projects approved by the governing body.

6. To, in conjunction with the headteacher, make sure buildings, equipment and materials are safe and no risk to health, reporting or making recommendations to the full governing body as appropriate.
7. To review the fire risk assessment on an annual basis or if there have been any significant changes in school, to ensure that it is kept up to date and valid.
8. To recommend to the governing body a lettings policy for the school, including lettings charges and any proposals or requirements for insurance cover.
9. To keep under review the lettings policy and charges and to recommend any changes to the governing body.

SCHEDULE 2

TERMS OF REFERENCE – HEALTH, SAFETY AND SECURITY

1. To prepare a health and safety policy, to recommend such a policy to the governing body, to keep it under review and to recommend to the governing body such amendments as may be necessary.
2. To recommend to the governing body a school security policy which addresses the security of pupils and staff as well as the protection of buildings and property.
3. To recommend to the governing body procedures for implementing the health and safety policy and thereafter to ensure those procedures are followed.
4. To monitor the application of the health and safety policy adopted by the governing body.
5. To make arrangements and establish any necessary procedures to ensure the school site is kept free of litter and refuse.
6. To arrange for security measures to be reviewed regularly and to report to the governing body with recommendations where appropriate.
7. With the head, to undertake the annual health and safety audit and to report to the governing body and the LA.
8. To ensure that all security measures and procedures, including signage and lighting are in place.
9. To undertake an annual review of the School Information and ICT Security Policy.

10. To monitor and evaluate the application of the School Information and ICT Security Policy as adopted by the governing body and undertake an annual risk assessment.