

# Terms of Reference 2023-24

## Eco and Premises Committee (including Health and Safety)



### 1. MEMBERSHIP

- 1.1. The Eco and Premises (herein referred to as E & P) Committee shall consist of a minimum of three members, with at least two governors, the Headteacher (or his/her representative) and the Site Manager.
- 1.2. Representation of governors serving on the E & P Committee shall reflect the balance of representation on the Full Governing Body.
- 1.3. The committee may appoint such co-opted, non-voting members as agreed by the Governing Body, in accordance with the Co-option Policy. The Committee shall also include as non-voting members any other members of staff nominated by the Headteacher following consultation with the Committee. Co-opted and staff members will serve the committee by providing information, advise or assistance.
- 1.4. Other members of the Governing Body may attend meetings of the E & P committee and may contribute to discussions on matters under consideration.
- 1.5. Only Governor members of the Committee, as approved by the Governing Body, shall have the right to vote on any resolution placed before the Committee.

### 2. QUORUM

- 2.1. The quorum shall be three members of the E & P Committee, including two Governors and the Headteacher.
- 2.2. Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next FGB meeting.

### 3. MEETINGS

- 3.1. The Committee shall meet at least once per term, and nominate Governor members/Associate members to carry out one Health and Safety walkabout per term.
- 3.2. Members will also carry out other visits throughout the year (for example to monitor or evaluate school developments or initiatives) as agreed by the Committee from time to time.

### 4. CHAIR

- 4.1. The Chair of the Committee shall be elected annually at the second meeting of the Autumn Term.

### 5. STANDING ORDERS

- 5.1. The agenda for the meeting should be distributed to all members of the Committee at least seven days before the meeting.
- 5.2. The meetings will be minuted. Draft minutes will be circulated to the Chair and Headteacher, members shall comment on these at the next meeting.
- 5.3. Minutes of the E & P Committee meeting shall be circulated with the papers of the next FGB for ratification.

## 6. DELEGATIONS

- 6.1. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 specifically prevent a Governing Body from delegating key responsibilities
- 6.2. The E & P Committee is tasked by the Governing Body to keep under review arrangements for all of the policies listed below and recommend the approval of such policies to the Governing Body.
  - Health & Safety
  - Accessibility Plan
  - Premises Management Documents

## 7. REMIT

- 7.1. Monitor priorities and related action in the school development plan (SDP) that relate to matters covered by the Committee in relation to its remit and policies it is tasked to review.
- 7.2. Make recommendations for future SDPs
- 7.3. To be responsible for ensuring systems are in place for checking equipment and grounds, and oversight of the maintenance and development of school premises.
- 7.4. To keep under review the schools work to maintain and operate appropriate Health and Safety policies and assessments.
- 7.5. To be responsible for matters relating to outdoor equipment and recreational space.
- 7.6. To have an annual inspection of the School and its grounds carried out in the budget setting term, so that a statement of priorities for maintenance and expenditure can be considered and appropriate budgets prepared for the new financial year.
- 7.7. To review the monitor and monitor School's long-term Eco and Premises Plan within the SDP and recommend to the FGB as part of the budget setting process.
- 7.8. To monitor costs and arrangements for maintenance, repairs and decoration and ensure all procurement procedures are followed to enable expenditure.
- 7.9. To regularly review and evaluate the security of the School and assure ourselves that prompt action is taken if necessary.
- 7.10. To ensure that there is prompt and effective liaison with the School's site manager.
- 7.11. To identify and support eco and sustainability issues.
- 7.12. To use the procedures set by the Local Authority and the School's Financial Regulations to the point of final contract.
- 7.13. At the point of final contract Eco and Premises Committee will consult with the Personnel and Finance Committee before signing, to ensure all the contractual details are acceptable.
- 7.14. In consultation with the Personnel & Finance Committee, ensure that adequate premises and personal liability insurance is in place

## 8. DECLARATION OF INTERESTS

- 8.1. Before discussing or voting on a subject, members of the E & P Committee must declare any interests.
- 8.2. If a financial interest is declared, it must be recorded in the Register of Pecuniary Interests.
- 8.3. If a financial interest is declared the member must physically leave the meeting whilst that item is under discussion. The Governing Body/committee does not have the discretion to allow the governor to stay and listen to the discussion.
- 8.4. The requirement that the governors must withdraw from meetings on grounds of financial interest does not prevent them discussing insurance cover for themselves against any liability arising from their work as school governors.
- 8.5. Members of the E & P Committee who also teach at the school need not withdraw from meetings when their interest in the matter being discussed is not greater than the interest of the generality of teachers at the school.

**Signed by the Chair of the Eco and Premises Committee**

*Jason Palmer*

Date: 22 September 2023

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