



STOWER PROVOST COMMUNITY SCHOOL

GOVERNORS' PREMISES PANEL

Ownership	FGB
Created	April 2018
Approved by Governors	
Updated (if apt)	
To be reviewed	March 2019

1. **Membership and Quorum:**

- a. The panel shall comprise of a minimum of three governors plus the Headteacher.
- b. The quorum for the Governors' Premises Panel is three members.
- c. All meetings of the Governors' Premises Panel will be minuted.

2. **Purpose of Panel:**

- a. To provide advice, support and guidance to the Headteacher and Governing Board on all matters relating to Health and Safety and the school premises.
- b. To report all aspects of improvement and requirements for the smooth running of the school, in relation to the premises, to the Full Governing Board.

3. **Delegated Powers and remit:**

a. **Health and Safety:**

- i. Consider regularly the Health and Safety issues associated with the building and site.

- ii. Ensure that Health and Safety arrangements in school meet statutory requirements; and that all those in school or visiting the school are aware of those arrangements.
- iii. Monitor and review the school's Health and Safety policy, including regular risk assessment.

b. Maintenance of Premises and Surrounding Areas:

- i. Undertake regular inspections of the premises to identify essential maintenance work, taking into account the Asset Management Plan.
- ii. Recommend to the Governing Board an ongoing programme of repairs and maintenance.
- iii. Monitor and evaluate the premises aspects of extended provision.
- iv. Take account of the requirements of the Disability Discrimination Act.
- v. Maintain satisfactory standards of furniture and fittings.
- vi. Ensure that systems are in place for the testing and maintenance of equipment.

c. Report and Contract Monitoring:

- i. Review accident reports and make recommendations as appropriate.
- ii. Review reports relating to fire drills and make recommendations as appropriate.
- iii. Receive regular reports on the school's energy budget; monitor the energy spend and to ensure effective energy management.
- iv. Monitor and review the arrangements, and oversee the contracts, for maintenance, repairs and small improvement work, cleaning the building and grounds maintenance.

d. Funding and Expenditure:

- i. Monitor appropriate expenditure relating to Capital Grants, the general school budget and other funds, reporting back to Resources Committee.
- ii. Ensure appropriate building related insurance is in place.

e. Forward Planning:

- i. Consider the need for improvement/extension projects in order to enhance the delivery of the curriculum or to provide for increasing numbers of pupils.
- ii. Make recommendations to the Resources Committee on the needs and requirements of the premises.

f. Liaison: Engage in self evaluation with the headteacher, other members of staff and members of the school community, as appropriate.

4. Procedure:

a. **Minutes.** A member of the committee will make a record of all proceedings at each meeting. Minutes will be circulated to members within seven days of the meeting, and presented with the agenda for the next Resources Committee and Full Governing Board meetings.

b. Calendar of Business

Autumn term (Meeting1)

1. Elect Chair of Panel
2. Confirm meeting dates [if not already established at end of previous academic year]
3. Review membership and plan to fill any vacancies [if not undertaken at full governing board]
4. Health and Safety

Spring term (Meeting1)

1. Health and Safety
- 2.

Summer term (Meeting 1)

1. Health and Safety