



Facilities and Wellbeing Committee

Membership

- a) The committee will consist of at least 4 members of the governing body. The headteacher is a member of the committee by virtue of their post.
- b) Non-voting participants may be invited to meetings by the committee as and when required.
- c) **Either:**
The governing body will elect the chair of the committee
Or:
The committee will elect a chair from its own membership
- d) The governing body may appoint non-voting associate members to the committee.
- e) The governing body may appoint a maximum of two associate members with voting rights.
- f) The membership of the committee will be reviewed annually by the governing body.

The current membership of the committee is: T Mabbley (Chair), S Birchall, J Horsley, S Birchall.

Quorum

The quorum will be a minimum of three governors, including the headteacher (if they have opted to be a governor).

Meetings

These will take place once per term and additionally as required.

The clerk to the committee will have responsibility for:

- convening meetings of the committee
- taking minutes of meetings
- ensuring that the minutes are presented at the next full governing body meeting.

Lettings and Premises Committee Responsibilities

- a) To provide advice support and guidance to the headteacher and governing body on all matters relating to health and safety and the school premises.
- b) To take responsibility on behalf of the governing body for the condition of school premises including any repairs, alterations and major work necessary.
- c) In the case of major projects, to act on behalf of the governing body in monitoring the progress of all plans and works.
- d) To 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.
- e) To monitor the maintenance of the school site to include undertaking an annual inspection of the premises and grounds.
- f) To monitor and make recommendations in respect of the security of the premises.
- g) To consider safety inspection reports and make recommendations to the governing body.
- h) To review accident reports and make recommendations as appropriate.
- i) To review reports relating to fire drills and make recommendations as appropriate.
- j) To ensure that a risk audit is undertaken both on an annual basis and following any changes to the premises. This to inform any actions required.
- k) To consider the extended use of school premises, the health and safety requirements and matters related to the charging policy.
- l) To review and make recommendations in respect of the school health and safety policy.
- m) To contribute to the school development/ improvement plan, to include producing an annual statement of recommended priorities for maintenance and development.
- n) To take account of the requirements of the Disability Discrimination Act.
- o) To review these terms of reference annually and take to the full governing body for approval.