

1 Premises and Health & Safety Committee

<u>Members:</u>	Mrs Andrea O'Callaghan, Fr Tony Fernandes SDB, Mrs Anne-Marie Parkinson, Mr Phil McFarlane, Mr Mike Ryan
<u>Associates:</u>	Director of School Services, Estates Manager, and Mrs Debbie O'Mara to attend meetings
<u>Chair:</u>	To be appointed by the Committee
<u>Vice Chair:</u>	To be appointed by the Committee
<u>Clerk:</u>	Mrs. Amy Appleyard (Bolton Governance Services)
<u>Quorum:</u>	At least three Governors

Terms of Reference:


1.1 Premises Management

1. To provide guidance and assistance to the Head Teacher and Governing Board in all matters relating to premises and physical resources.
2. To ensure frequent inspection of the premises and grounds, and to keep a record of such inspections and prepare a statement of priorities for maintenance and development, taking account of the LA's Building Condition Survey report, where appropriate.
3. To approve the costs and arrangements for maintenance, repairs, fittings and furniture, and redecoration within the budget allocation and to oversee the preparation and implementation of building contracts.
4. To monitor the school's compliance with Health and Safety regulations and to keep a record of all inspections, any tests that have been undertaken and actions resulting from reported accidents.
5. To receive and consider a termly report on the testing of the school evacuation / invacuation procedure
6. To receive and consider audits of the buildings and fabric and recommend remedial action if required.
7. To ensure any necessary liaison with the local authority, Casserly Property Management Services Department, Diocesan Property Services and Salesian Trustees, where appropriate.
8. To monitor and review services from external providers and, where necessary, procure new services.

9. To prepare, implement and review from time to time a lettings policy for the approval of the Governing Board.
10. The Head Teacher is authorised to incur expenditure on day-to-day repairs and maintenance, equipment and materials within the approved spending plan.
11. To be aware of the assets inventory and to approve any disposal of assets.

This document was ratified at the Full Governing Body meeting on 13th September 2022.

Agreed by the Governing Body of Thornleigh Salesian College:

Chair of Governors: 

Date: 21.09.22