



Governing Board of Brentnall Community Primary School Terms of Reference for the People and Premises Sub Committee

The purpose of the People and Premises Sub Committee is to discuss staffing, personnel, Health and Safety and all matters relating to the projects, buildings and site of the school.

Membership:

The People and Premises Sub Committee will comprise of at least 3 Governors plus the Headteacher (or Deputy Headteacher).

The People and Premises Sub Committee may co-opt additional, non-voting members. The Chairperson of the People and Premises Sub Committee will be elected annually at the first Autumn term meeting.

When the Chairperson is absent, members of the Committee will elect an acting Chairperson. (The Chairperson must be a Governor and must not be employed by the school).

Quorum:

In order for business to proceed, 2 non-staff Governors of the committee and the Headteacher (or Deputy Headteacher) need to be present.

Meetings:

The Committee shall meet as necessary but not less than once per term. It is anticipated that there will be an initial planning meeting of the Committee in September followed by a termly meeting to review the agreed actions and to ensure they are meeting their purpose and aims.

The Chairperson will liaise with the Headteacher (or Deputy Headteacher) prior to each Committee meeting to agree the agenda. An agenda will be circulated at least 7 days before the Committee's meeting date. Committee meetings will be no longer than 1.5 hours duration.

Minutes from the People and Premises Sub Committee will be shared with all members of the Governing board.

Any member (voting or non-voting) will withdraw from a meeting where they have a pecuniary interest in the matter under consideration.

The Governing Board delegates the following responsibilities to the People and Premises Sub Committee:

- To review the staffing structure ensuring that it continues to meet the needs of the children and the school.
- To look at professional development opportunities for all stakeholders, leadership, teachers, support staff, admin and governors and ensure that these are planned to best meet the needs of the children and the school.
- To consider the facilities management of the school and the site, checking that the building is fit for purpose and meets the numbers on roll.
- To ensure value for money for upcoming projects linked to the school and the site of the school.
- To develop, monitor and evaluate a building development plan.
- To support the school in the development and implementation of all aspects of Health and Safety.
- To consider HR policies and practices, working alongside the school's finance manager to ensure compliancy.
- To consider all service level agreements (SLA's) linked to buildings and staffing, and review for best value.
- Ensure that the Governing Board has and operates Discipline and Grievance policy.
- Ensure that the Governing Board has an appropriate Appeals process.
- To undertake annually (Spring term) a Condition Report and prioritise identified items.
- Work with the Headteacher in ensuring that the Governing Board complies with the appraisal policy.
- To work alongside the finance committee with any aspect of school development where finance is required.
- To undertake any agreed action as requested by the full governing board.

These Terms of Reference will be reviewed annually at the first meeting of each academic year.

Signed Chair of the Committee

Signed Chair of Governors

Date