

COPPICE SCHOOL



“Meeting the needs of the community”

GOVERNING BODY

SITE COMMITTEE

Terms of Reference

2009/2010

Membership

1. Membership shall consist of not less than 4 governors (plus the Head Teacher).
2. The Committee shall such co-opted non-voting members, as the Governing Body shall appoint. The Committee may make recommendations for these appointments.

Quorum

The quorum shall be 3, 2 of whom must be Governors and 1 must be the Head Teacher or Chairman of the main Governing Body.

Meetings

The Committee shall meet once a term or more frequently as required.

Terms of Reference

1. To provide support and guidance for the Head Teacher on all matters relating to the school premises and grounds, security and health and safety.
2. Annually to inspect the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the Governing Body.
3. To approve the cost and arrangements for maintenance, repairs and re-decoration within the budget allocation.
4. To oversee the preparation and implementation of contracts where appropriate.

5. Health and safety: -
 - a) To assist the Governing Body and Head Teacher to discharge their responsibilities under the Health and Safety at Work Act 1974 in collaboration with the L.E.A.
 - b) To consider the L.E.A, s policies on health and safety and recommend a policy for the school for adoption by the Governing Body.
 - c) To ensure that the necessary school management organization is in place to implement the policy.
 - d) To monitor the effectiveness of the school's health and safety arrangements, make periodic inspections of buildings, plant and equipment and report at least once a year to the Governing Body.
6. To ensure that the Governing Body's responsibilities are discharged regarding litter under the Environmental Protection Act 1990.
7. To prepare a lettings and charges policy for the approval of the Governing Body.
8. To ensure any necessary liaison with the Local Authority's Property Services Department.