



Winsford High Street Community Primary School

Environment Committee Terms of Reference

1. Membership

The membership of the Committee shall be the Headteacher and at least three governors appointed by the Governing Body. The committee shall have such associate members as the governing body shall appoint. The committee may make recommendations for these appointments. The convenor is the Chair of the Committee.

2. Quorum

- a) The quorum shall be 4 governors, 2 of whom should be non-staff governors.
- b) The committee shall not meet without the Headteacher being present or a substantive replacement nominated by him/her.

3. Responsibilities

Premises

- a) Agreeing an annual programme of repairs and maintenance after carrying out termly inspections of the premises
- b) Agreeing the lettings and charges policy for the use of the school premises which takes account of the needs of the local community and any rules/recommendations set by the LA, on community use outside school hours
- c) Ensuring there are policies in place for security, fire safety, health and safety, including monitoring procedures
- d) Ensuring that suitable risk assessments are prepared and that action is taken to minimise risk
- e) Reviewing the school's access plan annually
- f) Reporting to the governing body on health and safety once a term

Health & Safety

- a) Providing support and guidance to the Headteacher on all matters relating to the school premises and grounds, security, and health and safety
- b) Ensure that arrangements are in place for the dissemination of health and safety information to all building users, including staff, pupils and visitors
- c) Reviewing the school's health and safety policy as and when required and to advise, along with the Headteacher and the governing body, on its compliance with health and safety regulations
- d) Monitoring accident reports and fire drills and where appropriate recommend and take advice on corrective action
- e) Ensuring the school complies with health and safety regulations, including that a regular audit of risk assessment is undertaken, and taking action where necessary
- f) Promoting co-operation between all employees at the school to achieve and maintain a safe and healthy workplace for staff and pupils

4. Records

A written record shall be kept of all proceedings of the Committee and shall be submitted to the next meeting of the governing body. All papers considered by the Committee shall be available to

all governors on request. Unless otherwise stated the Committee shall abide by the rules and procedures applying to the governing body.

5. Notice of Meeting

The Committee shall meet once a term and otherwise as required. Members of the Committee shall normally be given at least seven days' notice of a meeting.

6. Chair and Vice-Chair

The Governing Body from amongst the Committee's membership shall appoint the Chair and Vice-Chair of the Committee or delegate the Committee to do so at its first meeting. The Vice-Chair shall have the powers of the Chair in the absence or non-availability of the Chair.