



School Premises Management Handbook

1. Purpose

1 Purpose



This Handbook:

- ➔ Sets out the roles and responsibilities of the school and the council for the management of the school premises, including obligations under the Health and Safety at Work Act
- ➔ Assists schools to prioritise how to spend revenue and capital funding
- ➔ Helps schools to manage their premises work effectively
- ➔ Sets out the process to follow to inform or get consent from the council

There are different types of schools in England.

Academy Schools

Public funded independent schools. The Academy Trust (a charitable company) is the employer of staff. Land may be freehold owned by the Academy Trust, occupied under a lease (for example from a council), or occupied with the permission of the freehold owner (for example, a faith organisation). The Academy Trust is responsible for maintaining the land and buildings occupied by the school, in accordance with the lease when there is no lease in place.

Maintained Schools

There are four types of 'maintained schools', which are those where the council oversees the schools. The differences between the schools are based on:

- ➔ Who employs the staff
- ➔ Who is the owner of the land and buildings
- ➔ Who controls the admissions arrangements

Community Schools

The council employs the staff, sets the admissions arrangements and owns the land and buildings.

Foundation and Trust Schools

The Governing Body employs the staff and sets the admission arrangements. The land and buildings are usually owned by the governing body or a charity.

Voluntary Aided Schools

The majority of Voluntary Aided Schools are faith schools. The Governing Body (majority comprised of individuals appointed by the foundation body) employs the staff. The land and buildings are usually owned by the religious organisation.

Voluntary Controlled Schools

The council employ the staff and sets the admissions arrangements. The Foundation or Trust usually owns the land and buildings, and usually appoints a quarter of the Governing Body.

This Handbook is tailored towards Community and Voluntary Controlled Schools, but includes information that may be useful to Foundation, Voluntary Aided and Academy Schools.

Additional Resources

Traded Services for Schools



www.tradedservices.haringey.gov.uk/contacts

Haringey Governors Online

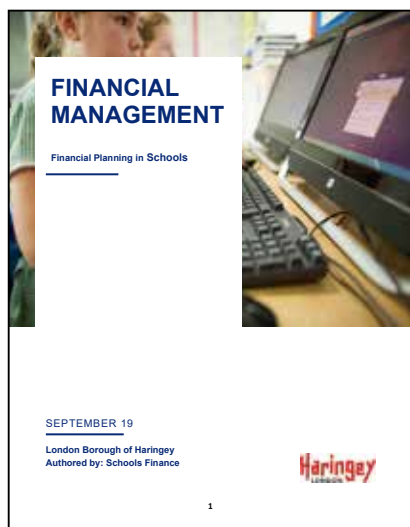


www.governors.haringey.gov.uk

School Financial Procedure Manual

This Manual contains operational guidance for schools' finance and related subjects.

Visit the school finance pages and download your copy at www.haringey.gov.uk



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Every effort has been made to ensure the accuracy of the content of this Handbook at time of publication.