



GUIDANCE NOTES FOR GOVERNORS

- 1 **Hiring rates** - Legislation requires that any costs of hiring premises which are charged to the school's delegated budget must be repaid to that budget from income received, for example costs of electricity, heating and payments to the school-keeper.
- 2 **Income** - The governing body is legally responsible for the premises of a voluntary aided school and should decide how income is to be spent. However, governors must remember that the school's delegated budget has to be refunded for all heating, lighting and any staff salary costs before allocating income to anything else.
- 3 **Numbers** - Governors should remember that they have a legal responsibility to comply with the maximum figure allowed under health and safety requirements for their premises. Maximum numbers permitted to attend a car boot sale should be obtained from the local authority.
- 4 **Licences** - There is no national guidance regarding the issuing of licences, each local authority decides its own policy, so requirements can vary between authorities. The requirements given in Condition 4 are generally applicable.
- 5 **Continued use** - The continued use of school premises for other than education purposes e.g. car boot sales on a weekly basis, should be checked with the local authority.
- 6 **Site manager / School-keeper** -
 - a. Voluntary aided schools are not bound by national agreements between LAs and unions and are free to decide whether or not the school-keeper should be on site throughout a period of hire. However, it should be remembered that overtime payments to site-managers are included in the calculations for pension.
 - b. The site-manager should be informed of all lettings, whether or not s/he will be on duty for the letting.
 - c. If the site-manager is not be on duty, the person responsible for supervising the letting must know the procedures to be followed in the event of an emergency, for example, the whereabouts of first aid supplies, emergency telephone, fire-extinguishers, emergency exits. S/he must also know the procedure for reporting any damage to property or premises and ensure that a report is submitted.
- 7 **Car-parking** - Governors should ensure that they comply with their local authority's requirements relating to the parking of cars.
- 8 **Cases of disorder** - It is advisable for governors to provide a clear procedure to be followed by the site manager, or other member of staff, should it become necessary to require the hirer to vacate the premises.
- 9 **Security and keys** -
 - a. The head and chair of the governing body should agree on who may hold keys to the premises.



- b. The names, addresses and telephone numbers of key holders should be held by the LA, police and fire services. It is important that correct procedures are followed or any claim on insurance could be jeopardised.
 - c. Anyone (governors, head or staff) going on to the premises outside school hours should notify the site-manager.
- 10 **Use of premises for elections** - For parliamentary, local and European parliamentary elections, the Returning Office may use any part or all of a voluntary aided school for the purposes of the election.

The candidate(s) in such elections are entitled to use “free of charge”, at reasonable times, a suitable room(s) in the school for public meetings.

“Free of charge” means that the school cannot make a “hiring” charge for this use of the premises. However, any expenses incurred in preparing, heating, lighting, cleaning the room(s) or caretaking costs, are met either by the Returning Officer or the candidate, as appropriate.

It is important to remember that all diocesan buildings are held in trust by the Diocese. The Trustees of the Diocese have a legal responsibility for ensuring compliance with the terms of the trust. Permission must be given by the Trustees and applications for this should be made to the Financial Secretary.