

## Managing Your Premises and Running a Building Project

### Is Your School Considering a Building Project? Are you aware of all the legal and safety responsibilities?

The Governor Support Service together with Laurence Cooper, Building Surveying Director, NPS Property Consultants Ltd, will be running sessions where the practical issues around managing your premises and running a building project in schools will be discussed. There will be plenty of opportunity to ask questions.

**Dates: Monday, 24 March 2003 from 7.00 – 9.30 pm in Holt**

**Wednesday, 2 April 2003 from 7.00 – 9.30 pm in Gorleston**

**Thursday, 10 April 2003 from 7.00 – 9.30 pm in Diss**

**Monday, 28 April 2003 from 10.00 am – 12.30 in Norwich**

**Wednesday, 30 April 2003 from 7.00 – 9.30 pm in King's Lynn**

**Thursday, 8 May 2003 from 7.00 – 9.30 pm in Norwich**

***Numbers are limited so please book early to avoid disappointment***

-----

Booking arrangements: Please complete and return the attached booking form to Governor Support, Professional Development Centre, Woodside Road, Norwich, NR7 9QL. Telephone 01603 433276. Fax No: 01603 700236, email: [governorsupport.edu@norfolk.gov.uk](mailto:governorsupport.edu@norfolk.gov.uk).



### Managing Your Premises and Running a Building Project

**Please book ..... place(s) (please tick box below)**

**Monday, 24 March 2003 from 7.00 – 9.30 pm in Holt**

**Wednesday, 2 April 2003 from 7.00 – 9.30 pm in Gorleston**

**Thursday, 10 April 2003 from 7.00 – 9.30 pm in Diss**

**Monday, 28 April 2003 from 10.00 am – 12.30 in Norwich**

**Wednesday, 30 April 2003 from 7.00 – 9.30 pm in King's Lynn**

**Thursday, 8 May 2003 from 7.00 – 9.30 pm in Norwich**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**Name (please print clearly): .....**

**Address: .....**

**School: .....**

**Contact tel no: .....**

***Please return to Governor Support Service, Professional Development Centre,  
Woodside Road, Norwich, NR7 9QL.***