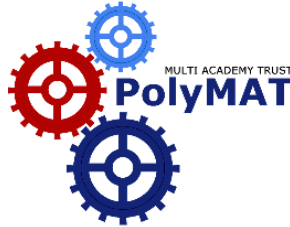




Woolwich Polytechnic  
**School for Boys**



Woolwich Polytechnic  
**School for Girls**

TRUSTEE BOARD OF POLYMAT  
TERMS OF REFERENCE FOR THE PREMISES COMMITTEE

Reviewed: August 2020

Approved by Trustees: October 2020

Due for review: October 2021

Membership

The Trustees of PolyMAT shall determine and review annually at the first meeting of the school year the terms of reference and membership for this committee.

## Quorum No

3 Trustees or where greater, one third (rounded up to a whole number).

## Chairing

The committee will appoint the Chair to this committee annually.

## Attendance

Members of the committee, the Head Teachers and the Clerk to the committee have a right to attend committee meetings. Any other person may attend as long as the majority of members of this committee shall be Trustees.

## Meetings

The Finance, Personnel and Premises Committee shall meet at least once per term with two meetings in the autumn term, the second in December will be to approve the final accounts.

## FOOTNOTE

That the Committee has DELEGATED POWERS i.e. decisions are binding on the Board

## Terms of Reference

To maintain an overview of the policies and responsibilities concerning the Trust's buildings, grounds and contracts relating to Premises.

Specifically:

- a) to advise on the statutory duties and obligations regarding the Premises, particularly Health and Safety;
- b) to monitor and review relevant risk-assessments on an annual basis
- c) to monitor the safety of trips or visits within PolyMAT schools
  - Local or day trips in UK to be approved by the Headteachers
  - Overnight stays in the UK must be approved by the Chair of this committee
  - Overseas visits must be approved by the Chair of this committee
- d) to monitor, review and assess the adaptations made to the sites of both schools, due to Covid-19
- e) to consider any necessary reasonable adaptations required to meet the needs of any students with additional needs.
- f) to monitor and advise the Board on the daily repairs and planned maintenance of those aspects of the premises and to ensure that such recommendations are implemented within the budgetary framework.

- g) to review and advise on the security of the premises and to comply with Trustee's responsibility in ensuring all safeguarding processes and procedures are followed e.g. single central register/ DBS.
- h) to receive regular updates on accidents for staff and students.
- i) to ensure that the schools are fully compliant with the required number of first aiders on the site and school trips.
- j) to consider the position of school contracts including (i) cleaning, (ii) catering, (iii) grounds maintenance, (iv) annual supply/services, when the contract expires. To monitor and advise on the pattern of energy expenditure (heating and lighting) over the financial year.
- k) to monitor and review the annual cycle of lettings and consider the potential use of the premises in an income-generating capacity;
- l) to agree and monitor applications for CIF funding to improve the fabric of the buildings as and when required.
- m) to review and approve the relevant health and safety policies

/AR  
Aug 2020