



Woolwich Polytechnic  
**School for Boys**



Woolwich Polytechnic  
**School for Girls**

TRUSTEE BOARD OF POLYMAT  
TERMS OF REFERENCE FOR THE PREMISES COMMITTEE

Reviewed: August 2021

Approved by Trustees: October 2021

Due for review: October 2022

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 Premises Committee shall meet at least once per term.

## 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 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
- c) to monitor, review and assess the adaptations made to the sites of both schools, due to Covid-19
- d) to consider any necessary reasonable adaptations required to meet the needs of any students with additional needs.
- e) 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.
- f) 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.
- g) to monitor and assess compliance with 'good estate management.'

- 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
- n) to observe Health and Safety compliance.

/AR  
Sep 2021