



Premises and Risk Management Committee Terms of Reference

Membership

- MAT Directors only, minimum of **two** MAT Directors excluding the CEO to be quorate
- Election of the Chair will be annually by the committee (not Board)

Attendance and Clerking

- Meetings are normally held in person but attendance may be virtual.
- Agenda and minutes to be provided by the CEO's Administrative Assistant.
- All meetings will be minuted. Confidential items will not be published but will be minuted.
- The MAT Administrator will produce minutes of all meetings to be circulated before the MAT Board following the committee meeting.
- The Chief Financial Officer and Buildings Officer will attend but will not have any voting rights.

Frequency

- Three meetings per year.

Terms of Reference

- To identify, evaluate, and maintain oversight of all premises and risk management risks on the MAT risk register that threaten the key objectives of the Trust, including referring specific risks to committees as appropriate, with a focus on ensuring that the Standards Committee oversees school improvement and safeguarding risks. The Finance and Audit Committee oversees the finance risks.
- To monitor premises related safeguarding issues.
- To monitor risk management controls and the implementation at Trust Board level and local governing body level.
- To receive an overview of reports on health and safety and review including significant health and safety risks and patterns arising from incident reports and take/recommend any appropriate action.
- To approve health and safety guidance to schools and to receive health & safety reports from each school on an annual basis.
- To oversee the Condition Improvement Fund / School Condition Allocation process.
- To review major issues related to school buildings.
- To develop and maintain an estate strategy for the statutory compliance, maintenance and improvement of our school estate, and to monitor the strategy once in place.
- To receive reports on data protection.
- To review plans to achieve net zero by 2030.
- To oversee business continuity arrangements in schools.