

Terms of Reference for Premises and Risk Management Committee

The Premises and Risk Management Committee is a committee of the Trust Board as agreed at a Board meeting on 27 September 2023. The Committee reviewed its terms of reference, in Autumn 2025 and these were ratified by the Trust Board on 16th October 2026.

Membership

The following table sets out the standing members of this committee and standing invitees:

Standing Members (Voting)		Standing Invitees (Non-Voting)	
Jane Addis (Chair)	Director	Judith Haste	CFO
Adrian Williams	Director	Daniel Jones	Head of Estates
Tracey Caffull	CEO	Geoff Mills	Estates Adviser
Andrew Blit	Director	Karen Williams	Adviser
Quorum	2 Directors excluding CEO		
Meeting Frequency	3 meetings per year		
Election of the Chair will be annually by the committee			

Attendance and Clerking

- Meetings are normally held in person but attendance may be virtual.
- Agenda and minutes to be provided by the MAT Administrator.
- 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 Confidential items will not be published but will be minuted.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.

Terms of Reference:

- To maintain oversight of all risks and related risk management controls 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 and the Finance and Audit Committee oversees the finance risks.
- To identify and evaluate all premises related risks for inclusion on the MAT risk register.
- To monitor premises related safeguarding issues.
- To monitor premises related 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 wellbeing 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.
- To develop and maintain an IT strategy to meet the DfE's Digital and Technology standards in Trust schools
- To monitor the cyber security status of the Trust and Trust schools

This committee will escalate and make recommendations to the main Board of Directors when appropriate on Premises and risk related matters.

Committee Effectiveness and Review

- The Committee will conduct a periodic self-assessment of its effectiveness and review these Terms of Reference annually, with any proposed changes submitted to the Board for approval.