

Terms of Reference - Estates and Operations Committee

1. Composition

The Estates and Operations (the “Committee”) is appointed by the Trustees of the Diocese of Gloucester Academies Trust (the “Trust”).

There shall be a minimum of three Trustees appointed to the Committee (not including the Chief Executive), one of whom will serve as Chair. Quorum for the Committee will be two Trustees. The Trustees and Chair will be appointed by the Board on an annual basis. The Committee may appoint any number of Associate Members as deemed necessary. Associate Members do not have voting rights and do not count towards quorum.

The Head of Business and Operations (HBO) will normally attend and report to meetings of the Committee.

2. Frequency of Meetings and Proceedings

Meetings shall be held when they are required but at least four times a year; typically October, January, March and June.

3. Purpose

The role of the Committee is to maintain strong strategic oversight in relation to all matters relating to the Trust’s estate and business operations.

4. Responsibilities

The responsibilities of the Committee include:

- Ensuring any capital funds are used effectively and strategically
- Ensuring the Trust maintains an appropriate and effective estates’ strategy
- Monitoring estates related revenue and capital expenditure.
- Monitoring the progress (including financial matters) of any capital building or any other development projects.
- Monitoring the progress of SCA related works.
- Maintaining oversight of the maintenance of a centralised database of facilities related reports and renewal dates.
- Maintaining oversight to ensure that the facilities remain compliant with legislation, in particular those in relation to electrical matters, asbestos, legionella and including those relating to access for people with disabilities.
- Monitoring that all estates and facilities management systems, processes and practices are consistent across all schools and are synchronized and co-ordinated thereby realising maximum efficiencies.
- Monitoring to ensure that auditable records for asset maintenance and management, including records of inspections, complaints, costs and repairs are maintained.
- Monitoring procurement and value for money, as set out in the Academy Trust Handbook ensuring procedures are in place to ensure all academies meet their responsibilities in relation to health and safety.

Last reviewed: June 2023

Adopted on:

Date of next review:

- Reviewing the Health and Safety policy on an annual basis to ensure that it complies with current guidelines.
- Make any appropriate recommendations related to estates to the Trust Board.
- Maintain oversight and monitor all aspects of any Free School bids that the Trust Board agree to submit
- Maintain oversight of and monitor all aspects of the Trust's IT strategy

5. Authority

The Committee is authorised to gather further information on any activity within its terms of reference or specifically delegated to it by the Trust Board, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its enquiries.

The Committee has the authority to obtain outside legal or independent professional advice up to the value of xxx. The advisers may attend meetings as necessary, and the cost of the advisers shall be borne by the Trust.

The Committee will operate in accordance with the procedures of the Trust's Finance Policy and any other related policy.

6. Reporting procedures

Agendas will be agreed in advance by the Chair of the Committee (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 5 working days in advance of the meeting.

Minutes of meetings will be taken and once approved in draft by the Chair of the Committee, shall be circulated to the members of the Trust Board with the papers for their next meeting. Draft minutes will also be shared at the Trust Board meeting following the last Committee meeting.

7. Policies

The Committee will be responsible for reviewing the following policies as per the Trust's Policy Review Schedule (to be included in the Committee's Annual Business Plan):

- Estates Management Funding Policy
- Estates Management Strategy
- Health and Safety Policy
- Lettings Policy
- Data Protection inc Biometric Information

Additional policies may be attributed to the Committee as they arise.

8. Evaluation

The Committee shall, at least once a year, review its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Trust Board for approval.

Last reviewed: June 2023

Adopted on:

Date of next review:

For review

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