

GREAT HEIGHTS ACADEMY TRUST
ESTATES MANAGEMENT COMMITTEE
TERMS OF REFERENCE Autumn 2024 v2

Title: Estates Management Committee

Membership: The membership shall include two Trustees.
The Committee Trustees shall agree the Chair of the Committee.
The Chair of the Trust shall be an ex-officio member of the committee.
Employees of the Trust should not be committee members, but the CFOO, two Executive Leaders (JC & AM) and the IT Manager (AH) should attend to provide information and participate in discussions.

Quorum: The quorum is one Trustee in attendance.

Meetings: The committee shall meet at least four times per academic year plus as required by the MAT Board, to enable it to report appropriately on Trust standards.

Responsibilities: Other than where specified, this is a non-delegated committee to provide information to the Trust Board concerning **premises** issues to ensure appropriate planning, monitoring and probity. The committee fulfils the responsibilities under current legislation and statutory guidance for **health & safety** and **estates management**; and aligns to the requirements of the Trust Quality Descriptions for **capital strategy**, including **digital infrastructure**. Ensuring compliance of **risk registers**.

Terms of Reference: This document is an annex to the Terms of Reference for the Trust Board.

Purpose

To assist the decision making of the Trust Board, by enabling more detailed consideration of the Trust's responsibility to ensure appropriate governance and management of the Trust's estates, and compliance with the latest version of the Academy trust handbook.

To ensure the discharge of Trustees' responsibilities regarding Health & Safety under the Health & Safety at Work Act 1974.

To refer major issues to the Trust Board for ratification.

Duties and responsibilities:

- 1 To guide and assist the Trust Board, Local Governing Bodies and Principals in all matters relating to estates management. The reports to the committee will consider the Trust Quality Description of capital strategy, including maintenance and investment in the Trust's buildings and sites.
- 2 To receive reports on the Trust's digital infrastructure (updates and developments), including references to the DfE's digital and technology standards that support trusts in making informed decisions about technology.
- 3 To ensure that the Trust complies with its statutory duties to ensure the Health & Safety of occupants in Trust buildings – the DfE expects trusts to manage their school estates strategically and effectively, and maintain their estates in a safe working condition.
- 4 To review and monitor the implementation of academy Health & Safety policies, including ensuring action from any audits and reports is completed.
- 5 To contribute to and monitor academy improvement plans in relation to site management and security of academy premises.
- 6 To ensure the compliance of risk registers – regular audits are critical to ensuring accuracy, completeness and effectiveness of risk management practices.

Approved by the Trust Board October 2024

Signed by the Trust Chair: