

Estates and Security Committee Terms of Reference approved 4.7.16

(reviewed & amended 25/05/17 and 10/01/18 29/03/2021 Mar 2022,
July 2022, Oct 2022, June 2023, March 2026)

'Academy's Governors.....and appropriate committees must meet regularly enough to discharge their responsibilities...'

There are key responsibilities that are delegated by the Full Governing Body to the Estates & Securities Committee to enable key decisions to be taken and to make recommendations back to the FGB.

Having reviewed these responsibilities and using the information and experience we have gained since becoming an academy, it seems the following pattern of meetings remains appropriate to enable the Committee to carry out these duties and is efficient in terms of staff and Governor time.

Estates & Securities meetings to be in the first half of each term to enable reporting to the FGB which will meet in the second half of each term; therefore normally, there would be three meetings a year. Additionally, the Estates & Securities Governors would need to meet for a building inspection in the summer term to enable information on maintenance; repairs; and development to be planned and prioritised for the coming year, this would then

- I. Enable information to contribute to the School Development Plan
- II. Enable any urgent work to be planned for the summer holidays
- III. Fit into the new budget setting process for the start of the academic year

Membership: Head, 3 Estates & Securities Governors, ex officio members, SBM and Premises Manager

Quorum: At least two Governors plus the Head or his representative.

Meetings: One per term as a minimum

Chair: The Chair of the Committee shall be elected by the FGB at the last meeting of the summer term to begin office in September.

TERMS OF REFERENCE

- a. To inspect the premises and grounds annually and prepare a statement of priorities for maintenance and development for the approval of the Full Governing Body
- b. To ensure that the school complies with health and safety regulations by creating, and regularly reviewing, an appropriate set of H and S policies.
- c. To keep under review a three year estates development and maintenance plan that can inform the budget setting process
- d. To review and ensure any appropriate actions are carried out as a result of any estates & securities review, e.g. Fire Officer Report; Legionella report; Asbestos etc.
- e. To regularly monitor and approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
- f. To approve the bidding for any capital grants to maintain and develop the estate and to monitor to ensure any grant money received is appropriately used
- g. To oversee the preparation, implementation and review of any building or grounds contracts/SLAs etc. both to ensure VfM and to inform the budget setting process.
- h. To review a lettings policy for approval by the FGB
- i. To review and be assured of the accuracy of an estates risk register
- j. To monitor the Estates & Securities section of the SDP
- k. To review the effectiveness of the IT infrastructure and to make recommendations to the FGB.
- l. To keep under review an accessibility plan.

Key Documents for all Estates & Securities Committee members.

- Health and Safety Executive Website – hse.gov.uk
- Health and Safety at Work Act 1974
- School Policies

Potential training needs

- General Health and safety awareness
- Awareness of DfE grant/bid processes

STANDING AGENDA ITEMS

Autumn

1. General Estates & Securities Review

- a) Any H&S updates
- b) Annual fire risk assessment update (if applicable)
- c) School security update
- d) Any critical incidents/fire drills
- e) Grounds Maintenance update
- f) Pat testing update
- g) Monitor SDP premises targets
- h) Monitor Estates budget lines
- i) Traffic control risk assessment review
- j) Holiday work and school improvements
- k) Review lettings income
- l) Procurement Strategy

2 Update on actions taken to moving towards becoming a more sustainable school

3 Estates Management sustainability update and GEMS update

4 Update of any Health & Safety Incidents within this term

5. Policy Review

- Critical incident policy to include (Annual)
 - Emergency evacuation and reporting procedure
 - Recovery and business continuity plan
 - Fire safety
- School Security, including
 - ✓ CCTV (Even)
 - ✓ Lone Working (Even)
 - ✓ Contractors on school premises (Even)
 - ✓ Smoke free environment (Odd)
- Work Experience (Annual)
- Health & Safety Policy Overview (Annual)
- Manual Handling (Annual)

Spring

1. General Estates & Securities Review

- a) Any H&S updates
- b) Caretaking and cleaning
- c) Any critical incidents/fire drills
- d) Consider any Estates & Securities SLAs
- e) Consider Insurance cover and make any recommendations to the FGB
- f) Risk Register review
- g) Pat testing update
- h) Monitor SDP Estates & Securities targets
- i) Monitor Estates & Securities budget lines

- j) Holiday work and school improvements
- k) Review lettings income
- l) Procurement Strategy

- 2 Update on actions taken to moving towards becoming a more sustainable school
- 3 Estates Management - sustainability update and GEMS update
- 4 Update of any Health & Safety Incidents within this term

5. Policy Review

- ✓ Health and Safety Policy overview (New Policy in Autumn Term) Ensure these below sub-headers are included before removing from Terms of Reference (Annual)
 - Playground Safety (Odd)
 - Electrical appliances (Odd)
- Supply chain and contracts
- Lettings Policy

Summer

- 1. Either consider outcomes of Governors Inspection of the premises or fix a date
- 2. Discuss the 5 year Maintenance plan
- 3. Update on actions taken to moving towards becoming a more sustainable school

2. General Estates & Securities Review

- a) Any H&S updates
- b) Vocational departments risk assessments
- c) Any critical incidents/fire drills
- d) Pat testing update
- e) Review Accessibility Plan
- f) Review the success of SDP property targets; make recommendations for the coming year
- g) Monitor Estates & Securities budget lines
- h) Holiday work and school improvements
- m) Review lettings income
- n) Procurement Strategy

- 3 Estates Management – sustainability update and GEMS update
- 4 Update of any Health & Safety Incidents within this term

5 .Policy Review

- Asbestos (Even)
- Display screen working (Odd)
- Offsite Policy (Odd)
- Fleet Policy (Odd)
- Accident reporting and investigation (Even)
- First Aid policy and procedures
- Supporting pupils with medical conditions policy incorporating:-
 - ✓ Administration of medicines
 - ✓ Asthma
 - ✓ Intimate Care
 - ✓ Allergies

- 6. Propose a Chair for the coming year, for consideration at the FGB meeting

- 7. Review Terms of Reference