



# The Athelstan Trust

## Site and Facilities Committee Terms of Reference

### 1 Purpose of the Site and Facilities Committee

1.1 The Site and Facilities Committee is a Committee of the Athelstan Trust Board. The purpose of the Committee is to support the Trust in its responsibilities for ensuring the highest standards of governance in relation to site and facilities management.

1.2 To have an oversight of the Trust's assets with regards to maintaining and developing premises, paying due regard to health and safety and the provision of fit for purpose, attractive environments for staff and students.

### 2 Membership

2.1 The Committee will be made up of three Trustees and normally a maximum of 2 governors nominated by Local Governing Body Chairs. The Chair of the Committee will be a Trustee. The membership will be discussed on an annual basis at the first meeting of the Trust Board in the academic year. The Chair shall be appointed by the trustees at that meeting.

2.2 Chair's term of office shall be one year as this appointment is voted upon annually (see 2.1 above).

2.3 The Committee may invite non-voting specialists who are not Trustees to advise on specific areas, for such a period of time as required the Committee.

2.4 CEO, CFO, Head of Operations and IT Manager are non-voting advisors to the Committee. Other staff will be invited as appropriate at the direction of the Committee.

### 3 Delegated Power

3.1 The Committee is authorised to invite attendance at its meetings persons to assist or advise on a particular matter or range of issues, including members of Trust staff, but staff will not be present where there is a potential conflict of interest in relation to their own remuneration.

3.2 In the event of a need to make urgent decisions between meetings, the Chair of the Committee, in consultation with the CEO and the Trust Chair, will take appropriate action on behalf of the Committee. The decisions taken and the reasons for urgency will be minuted and explained fully at the next meeting of either the Site and Facilities Committee or the Trust Board as appropriate.





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3.3 The Committee is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board including to (a) request any information it requires from any employee or other assurance provider; or (b) obtain outside legal or independent professional advice it considers necessary with approval of the Trust Board.

3.4 The Committee does not have its own budget and has no remit for capital expenditure; legal commitments are made with the prior delegated consent of the Trust Board.

## 4 Quorum and Decision by Consensus

4.1 It is generally expected and encouraged that decision making by the Site and Facilities Committee should be by consensus. If consensus cannot be reached, the decision will be referred to the Board for resolution.

4.2 This is subject to any member of the Committee having an interest, loyalty or duty that conflicts, or is reasonably likely to conflict, with the interests of the Committee. In such cases the Committee member must declare his or her interest for the particular item.

4.3 The quorum for the Committee shall be two non-conflicted members.

## 5 Meetings

5.1 The Site and Facilities will meet four times a year or more frequently as circumstances require. The Committee Chair shall also convene a meeting at other times if considered necessary or upon the reasonable request of any Committee member.

5.2 Meetings will be scheduled by the Clerk with advice from the Head of Operations to align with major decision points for the Trust.

5.3 The Clerk shall be appointed by Trustees and shall attend and service Committee meetings, including circulating the agenda and papers before each meeting, and preparing the minutes.

5.4 The Chair will set the agenda for the Committee meetings in conjunction with the Clerk and relevant staff.

5.4 Meetings will be chaired by the Chair of the Committee. In the absence of the Chair, the Committee will elect a temporary replacement from among the members present at the Committee meeting.

5.5 In the absence of the Clerk the Committee will approve a replacement for the meeting.





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5.6 The Clerk will circulate an agenda for each meeting and papers at least a week before each meeting.

5.7 Attendance at each meeting, matters discussed and recommendations for decisions will be recorded. The written record of each meeting will be submitted to the next meeting of the Committee.

## 6 Reporting

6.1 The Chair will report any actions to the Trust Board requiring ratification.

6.2 The Committee will review at least once a year to the Board its constitution and Terms of Reference and recommend any changes necessary to the Board.

## 7 Key Responsibilities

7.1 Have an oversight of the Trust assets with regards to maintaining and developing premises.

7.2 Ensure a Health and Safety policy and effective governance arrangements are in place at each school and across the Trust.

7.3 Provide support and guidance for the Board of Trustees, Local Governing Bodies, the CEO, CFO and Head of Operations on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.

7.4 Liaise with the CEO, CFO and Head of Operations to ensure asset registers are maintained in accordance with financial procedures.

7.5 Liaise with the CEO, CFO and Head of Operations to establish and implement a Buildings Maintenance strategy.

7.6 Have oversight of compliance with Health and Safety legislation.

7.7 Receive, discuss, and resolve any H&S issues that are escalated from schools and where necessary, escalate issues to the Board.

7.8 Liaise with the Local Governing Bodies in respect of the termly H&S reports to the Board.

7.9 Keep under review the Trust's Accessibility Plan.





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7.10 Liaise with the CEO, CFO and Head of Operations to advise the Audit and Risk Committee on priorities relating to premises development and building projects across the Trust.

7.11 Have an overview and an active role in advising the Board of Trustees on process for allocation of capital fund allocation.

7.12 Receive and consider options for significant building projects from the CEO, CFO and Head of Operations.

7.13 Provide commentary and/or advice to the Board of Trustees to inform their decision making on potential significant building projects.

7.14 Ensure that tenders, contracts, and works over £10,000 are suitably and professionally managed and that update reports are received at agreed intervals.

7.15 Escalate to the Board any areas of concern in respect of project delivery.

7.16 Liaise with the CEO, CFO and Head of Operations to advise the Board on priorities relating to the ICT strategy and how this supports teaching and learning, school/service development planning and operational requirements.

7.18 Have an oversight of the implementation of the ICT strategy and ensuring issues are escalated to the Board where appropriate.

7.19 Have an oversight of the ICT assets with regards to ensuring registers are maintained appropriately.

7.10 Liaise with the CFO and Head of Operations in relation to the implementation of ICT Usage and e-safety policies.

7.11 Liaise with the internal DPO to monitor compliance in relation to GDPR and data protection, keep up to date with data protection changes, add data protection to meeting agendas where necessary and request any specific information

## 8. Terms of Reference

8.1 The committee's terms of reference will be reviewed annually at the first meeting of the year and any proposed changes referred to the Trust Board for approval. Any additional changes during the year must be referred to the Trust Board for approval.





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Approved by the Trust Board – (13 October 2022)

The Committee will liaise regularly with the:

- ICT Manager in relation to all aspects of ICT
- Internal DPO in relation to GDPR/data protection
- Head of Operations and Head of Governance in relation to the termly H&S reports to the Board.

