



**Oxford Diocesan Schools Trust**  
**Estates, Health & Safety Committee –**  
**Terms of Reference**

**Purposes of the committee**

The over-arching purpose of the ODST and (by delegation) all of its committees, is to deliver our vision: the belief in educational excellence. We aim to serve our pupils, staff, parents and their local community by providing academies with the highest levels of academic rigour and pastoral care. Through this purpose, the Board/Committee(s) will enable ODST's academies to be places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

The specific purpose of this committee is to monitor the work of the academy trust in terms of its estates and premises; health and safety management.

**Membership**

- Membership and terms of reference will be reviewed annually by the board (see below).
  
- The committee will be comprised of three Trustees (including the Chair of the Committee).

**Quorum**

The quorum shall be two members of the committee. (It is the responsibility of officers to alert the clerk in the event of known non-attendance of meeting).

**Meetings**

The committee will meet as necessary and at least three times per year. The Committee shall elect a Chair annually who will be responsible for ensuring the agendas are produced, minutes of the meeting are taken and a report presented to the subsequent Board of Directors meeting.

**Terms of Reference**

**Estates/Property and other areas**

- The committee will ensure that the academy trust has a planned site maintenance and development programme strategy for the schools within the trust, with appropriate timescales and costs.
  
- The committee will review the academy trust's overarching Health and Safety policy annually, and oversee the action plans of the individual schools and ensuring that the academy trust takes all reasonable steps to comply with the Health and Safety at Work Act (1974) and related legislation.

- The committee will oversee building matters (especially those with a value exceeding a threshold in the Financial Manual) relating to the construction, improvement, site maintenance: together with insurance. (Cleaning, catering and upkeep of the academy buildings and grounds will be delegated to the LGB though the Trust will keep an oversight of such delegation).
- The committee will monitor and review external estates/property contracts (with a value in excess of that specified in the Financial Manual), considering proposals for renewal or otherwise as appropriate.
- The committee will review annually the academy trust's Lettings Policy and oversee arrangements for the use of the academy trust's school premises.
- The committee will monitor the progress of new buildings, ensuring they are fit for purpose and represent best value.
- The committee will have oversight of external risk(s) as identified in the Trust Risk Register).

#### **Powers of the committee**

The committee shall have the power to require explanations, documents or analysis from any Member or employee of the Trust and to make recommendations to officers, committees and Board of the Trust: in the event of those recommendations not being accepted, the must be referred for consideration to the Board.

#### **Recording and reporting of meeting**

A clerk is appointed to the committee, who will produce minutes of all meetings to be circulated before the full ODST directors' meeting following the committee meeting.

#### **Review of terms of reference and membership**

This will be undertaken annually, by the full Board of ODST.

Date last reviewed: March 20, 2019