

## **Terms of Reference - Estates and compliance committee**

### **1. Composition**

The Estates and compliance committee (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, one of whom will serve as chair.

Quorum for the committee will be two Trustees. The Trustees and committee chair will be appointed by the Board on an annual basis. The committee may appoint any number of associate members as deemed necessary, but the number of Trustees appointed to the committee must outnumber the number of associate members by a minimum of two. Associate members may be given voting rights and may count towards quorum but the number of Trustees for any vote or the purpose of quorum must always be in the majority. If this condition is not met, the vote will be invalid.

The Chief Operating Officer (COO) and Estates and Compliance Manager (ECM) 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 all statutory compliance operations.

### **4. Responsibilities**

The responsibilities of the Committee include:

- Ensuring all capital income is managed efficiently, effectively and strategically to meet the Trust’s strategic objectives.
- Ensuring the Trust develops and maintains an appropriate and effective estates strategy.
- Monitor the operational implementation of the Trust’s three-to-five year strategic plan in relation to estates and compliance.
- Monitor any aspects of the Trust Equality Objectives Statement relevant to the responsibilities of this committee.
- Monitoring the progress (including financial matters) of any capital building or any other development projects.

- Monitoring the progress of SCA related works and any DfE school condition funded capital projects, including those related to estates safety.
- Monitoring the completion of actions arising from the ECM's annual compliance visits to schools, ensuring compliance is maintained.
- Maintaining oversight of the maintenance of a centralised database of facilities related reports and renewal dates; to include;
  - Ensuring that auditable records for asset maintenance and management, including records of inspections, complaints, costs and repairs are maintained.
- 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 synchronised and co-ordinated thereby realising maximum efficiencies.
- Monitoring the implementation and impact of the Trust IT strategy.
- Approving the Health and Safety Policy on an annual basis to ensure that it meets the Trust's statutory responsibilities.
- Approving the Data Protection Policy on an annual basis to ensure that it meets the Trust's statutory responsibilities.
- Approving the Capital Funding policy on an annual basis to ensure that it meets the Trust's statutory responsibilities.
- Maintaining oversight and monitor all aspects of any free school bids that the Trust Board agree to submit.
- Monitoring the risks associated to all aspects of estates and operations ensuring these are appropriately recorded on the risk register.
- Monitoring the number of freedom of information requests and subject access requests received and any trends and actions arising.
- Monitoring recommendations related to estates and compliance arising from the Trust's internal scrutiny programme.
- Ensuring the meets its responsibilities in relation to sustainability and zero net carbon, including the implementation and monitoring of a sustainability strategy.
- Make any appropriate recommendations related to estates and compliance to the Trust Board.

## **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 £2,500. 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**

Last reviewed: August 2025 (v2)

Adopted on:

Date of next review: August 2026

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
- Capital Funding policy
- Data protection inc biometric information
- Freedom of Information policy
- Invacuation, Evacuation and Lockdown policy
- Legionella Health and Safety policy
- Working at Height policy
- COSHH policy

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.