

The Keys Academy Trust

Estates & Premises Committee – Terms of Reference

Purposes of the Committee

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

The specific purposes of this committee is;

Membership

- Membership and terms of reference will be reviewed annually by the Trust (see below).
- The committee will comprise two Trustees (including the Chair of the Committee) and up to two members appointed by the Trust, including the Chief Finance Officer.

Quorum

The quorum shall be three people, at least two must Trustees.

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 Trust.

Terms of Reference

- Ensure that the Trust has a planned site maintenance and development programme strategy for the schools within the trust, with appropriate timescales and costs.
- Ensure that each academy has a detailed costed site development plan and monitor their progress
- Review the Trust's Health and Safety policy annually, and oversee the action plans of the individual schools and make recommendations to ensure that the Trust takes all reasonable steps to comply with the Health and Safety at Work etc Act 1974 and related legislation.
- Oversee site matters relating to the construction, improvement, and major repair, together with associated insurance. (Cleaning, catering and upkeep of the academy buildings and grounds will usually be delegated to the LGB though the Trust will keep an oversight of such delegation).
- Monitor and review external contracts of the individual schools (with a value in excess of that specified in the Finance Manual) and for the Trust, considering proposals for renewal or otherwise as appropriate.
- To monitor use of the whole estate and ensure all sites are fit for purpose for use during the school day and outside of the school day by the school community, local community and hirers

- Review annually the Trust’s Letting Policy and oversee arrangements for the use of the Trust’s school premises.
- Monitor the progress of new buildings, ensuring they are fit for purpose and represent value for money.
- Monitor the impact of changes in pupil demand and potential impact on accommodation requirements and school running costs
- To monitor and ensure all accessibility plans are in place and adhered in all sites across the trust.
- Identify good practice and disseminate it to schools with a priority on reducing running costs/carbon footprint
- Work collaboratively with the Diocesan Board of Education and site trustees in developing school estate strategy and
- Provide the following policies to the Trusts schools;
 - TKAT Charging and Remissions
 - TKAT Lettings
 - TKAT Health and Safety

Powers of the committee

The Committee shall have the power to require explanations, documents or analysis from any employee of the Trust or any committee member and to make recommendations to officers, committees and Trust. In the event of those recommendations not being accepted by an officer or committee, they must be referred for consideration to the Trust.

Recording and reporting of meeting

A clerk is appointed to the committee, who will produce minutes of all meetings to be circulated before the Trustees’ meeting following the committee meeting.

Review of terms of reference and membership

This will be undertaken annually by the Trust.