Trustees Estates and Health and Safety Committee

Terms of Reference

1. Membership of the Committee

The number of Trustees on the Committee shall be not less than three but, unless otherwise determined by the Trustees, is not subject to any maximum.

Appointments to the Committee will be agreed annually in the first Board meeting of the academic year.

2. Organisation and meetings

The Committee will meet as often as is necessary to fulfil its responsibilities and at least twice a year. These terms of reference will be reviewed annually by the Board. The Committee will act in accordance with matters delegated by the Board of the Halliard Trust.

3. Reporting by the Committee to the Board

- The Governance Lead (clerk) will attend and take minutes for each meeting
- Minutes will be circulated to Committee members for review by email, within 14 days, and then shared with the Board of Trustees at their next scheduled meeting.

4. Procedures

The quorum for a meeting of the Committee and for any vote is any two Trustees

The Chair will be elected annually by the members of the Committee. In the absence of the Chair, the Trustees present can choose an Acting Chair for that meeting.

The draft minutes of meetings will be circulated as soon as possible after the meeting and at least within 14 days.

The Facilities Director, Chief Executive Officer and Chief Finance Officer will be invited to attend and report to the meetings.

5. Specific functions of the Committee

The specific functions of the Committee include -

5.1 Estates Management

- Develop and recommend to the Board an estate vision, strategy and asset management plan to achieve efficient and effective use of the Trust's resources.

- Track and monitor strategic reviews of the estate when and where appropriate
- Develop clear, documented roles and responsibilities, processes and procedures covering governance, budget and finance, performance management and other data related to the estate, procurement and delivery of projects, and emergency planning;
- Develop policies and procedures that ensure buildings support the provision of a safe environment for children and staff, and comply with all relevant regulations, including, but not limited to, those related to health and safety, fire safety and the control and management of asbestos;
- Understand the Trust estate and Track and monitor Trust arrangements to maintain it through a prioritised programme of maintenance works informed by up to date and costed condition data;
- Ensure the Trust has a robust and value for money approach to prioritising, planning, procuring and delivering projects.
- Track and monitor the procurement and selection of estates professional services providers
- Track and monitor the efficient and effective use of the School Condition Allocation funding, and any other estates specific funding, and recommend prioritised projects to the Trust Board
- Review the facilities risk register on a termly basis.

5.2 Health and Safety Monitoring

- Receive health and safety audit recommendations and monitor their implementation
- Review health and safety compliance reports
- Review health and safety risk register on a termly basis
- Review accident and incident statistics and serious incident reports
- Develop and review health and safety policies and procedures and recommend their adoption to the Trust board

5.3 Sustainability

- Track and monitor the development and review of the Trust's Sustainability Strategy and recommend it to the Trust Board
- Encourage stakeholders to engage in the Sustainability Strategy and to assign resources to fulfil its aims
- Monitor the Sustainability Strategy Key Performance Indicators, and identify and recommend corrective actions where necessary
- Align estates strategic decision making with the aims of the Sustainability Strategy where possible within available resources
- Track and monitor application for any available Government or other sustainability related School funding, and the efficient and effective use of such funding, making relevant recommendations to the Trust Board

6. Review: These terms of reference will be reviewed annually by the Board.

Reviewed by Trustees: Autumn term 2025

Next review: Autumn term 2026