

# **The Generations Multi Academy Trust Estates Committee – Terms of Reference 2024/2025 Academic Year**

## **Membership**

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- The committee will have four standing members, Chair and Vice Chair and CEO of Generations Mat, together with the Head of Estates, supported by representation from each school within the MAT
- The Board will appoint a Chair from the members of the Committee who are also members of the Board. The term of office for the Committee Chair will be as determined by the Board on an annual basis, but on expiry of the term of office the existing Chair shall be entitled to continue in office until the Board has appointed a successor.
- The Chief Executive Officer will always attend these meetings, extenuating circumstances aside.
- The Vice Chief Executive Officer will be asked to join these meetings as agenda items dictate.
- The above structure was endorsed by the GMAT Board at the March 2024 meeting.
- The committee will be a subcommittee of the GMAT board.
- The Board Chair has requested that this committee meets prior to that of the Resources Committee and shares Minutes so that an awareness of spend requirements and so forth is clear.

## **Approved Members**

Members of the Committee may be removed by the Board of Trustees where, in the opinion of the Board, they

- they have failed to maintain their strategic role; and
- they have failed to attend three consecutive meetings of the committee; and
- they have engaged in conduct tending to bring the Trust into disrepute.

## **Quorum**

- The quorum for meetings of the Committee will be four members of the Committee who are also Board members (who may include one of the Chief Executive Officer or Vice Chief Executive Officer if a member(s)).

## **Members of the Committee**

Will sign a declaration agreeing that they are not permitted to walk around the school unsupervised unless accompanied by the Principal/Headteacher or another designated member of staff.

Members of the Committee are all aware that no visits to site should take place without the Principal/Headteacher of any Trust school being informed in advance, emergency situations aside

## **Qualities and Skills**

- strong commitment to the role, this includes dedicating your time regularly during the school term; and
- a desire to ensure the best possible outcomes for the Trust; and

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- to be naturally inquisitive and have the ability to question and analyse, and a willingness to learn; and
- good inter-personal skills; and
- appropriate levels of literacy and numeracy; and
- to carry out the role to the highest standards and, as the holder of a public office, to adhere to the seven principles of public life, which are selflessness, integrity, objectivity, accountability, openness, honesty, and leadership, plus the LAB Terms of Reference and
- that members will attend all meetings, emergencies aside, and ensure full and active participation in the work of the Committee.; and
- a knowledge of Estates and or Facilities Management.

**Estates Committee Chair**

- The Chair will be a member of the Board of Trustees to ensure close links to the Board for each Academy.
- The Chair will be designated by the Board on an annual basis.
- Only the CEO or the Vice Chair(s) can represent the Chair in their absence. If neither can attend, the meeting will be postponed/cancelled.
- The Chair is responsible for overseeing the compilation of the agenda for each meeting.
- The Chair is responsible for ensuring that Minutes are taken of the meeting and once agreed, should be circulated to the Committee.
- The Chair is responsible for ensuring that meetings are well-run and that those attending are always respectful of other attendees.

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## **Frequency of Meetings**

- The Chair of the Committee is authorised to take appropriate action as necessary in accordance with these Terms of Reference
  
- Any member shall be able to participate in meetings of the Committee by telephone or video conference provided:
  - S/he has given notice of his intention to do so detailing the means of contact where s/he can be reached in good time before the meeting, and
  - if after all reasonable efforts this does not prove possible, the meeting may still proceed with its business provided it is quorate.
  
- The Committee shall meet at least six times per year at such time and place as may be determined by the Chair.

## **Purpose of the Committee**

The committee will support the strategic direction of the Trusts Estates team in delivering exceptional Facilities Management across the estate, with, attention but not restricted to:

- Health and Safety
- Statutory Compliance with reference to the strategic facilities guide
- Reporting
- Economies of scale
- Capital Plan\ Revenue spends
- Investments

## **Responsibilities**

To ensure that the Committee is fully versed in the Estates work and associated performance of each Academy, and is able to cogently discuss this with external bodies, eg HSE

## **Operational**

To prepare and revise as appropriate a contingency and business continuity plan to ensure the continued operation of the Academies (and any other schools) controlled by the Trust;

## **Financial**

Ensure financial efficiency and probity in the running of the MAT's estate including:

- ensuring value for money in all contracted work
- ensuring value for money across revenue and capital spend
- advising Resources accordingly on value for money and where spend needs to be prioritised
  
- Economies of scale (contractors)

## **Reports**

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What do they look like, where are they going and maybe one report coming to this committee can we then reduce the amount of time and effort attending multiple meetings

## Health and safety

- To ensure each school within the Trust complies with health and safety regulations and assist the Principal/Headteacher of each academy and the Board to discharge their duties;
- To consider the DfE policies on health and safety and to prepare and keep under periodic review the Trust’s policy on health and safety;
- To monitor the effectiveness of health and safety arrangements of the Trust and ensure that its management organisation is in place to implement the policy
- Reviewing compliance with the Strategic Facilities Guide

## Legal compliance

Save to the extent falling within the Terms of Reference of other Committees of the Board or as specified previously in the Terms of Reference of the Committee, to oversee compliance by the Trust with applicable laws and regulations.

## Version Control

Date	Version	Comments	
07 May 2024	Draft 0.1	Initial draft shared for comment	
08 May 2024		Comments Received	
16 May 2024	Draft 0.2	Amalgamated document	
26 May 2024	Draft 0.3	Additional refinements – note that the items around finance and reporting will perhaps need to be agreed at the first meeting	
17 July 2024	Issued Version 1.0		