

# Terms of Reference for the Premises, Security and Health and Safety Portfolio of the Board of Trustees of the United Schools Trust

Agreed at meeting of the Trust Board on 13 September 2021. **Premises portfolio holder is Kevin Presland (will resign in December 2021). Karen West is the portfolio holder for Security and H&S**

Review date December 2021

*These terms of reference should be reviewed annually by the Board and when there are any changes to the Board's membership.*

## **The trust board responsibilities for finance and resources including staff.**

The board has responsibility for 'Overseeing the financial performance of the school and making sure its money is well spent' (Governance Handbook). They should do this by making sure they have at least one trustee with specific skills and experience of financial matters, and by asking questions such as:

- Are we allocating our resources in line with our strategic priorities?
- Are we making full use of all our assets and efficient use of all our financial resources?
- Are other schools buying things cheaper or getting better results with less spending per pupil?
- How can we get better value for money from our budget?
- Do we have the right staff and the right development and reward arrangements?
- What is the school's approach to implementation of pay reform and performance related pay? If appropriate, is it compliant with the most up to date version of the School Teachers' Pay and Conditions Document?

Many trustees may not be familiar with looking at and understanding data. There is a large volume of data available. It is essential that every board have at least one trustee with the skills to understand and interpret the full detail of the financial data available. These individuals should make sure that the wider board has an accurate understanding of the school's finances. They should identify from the data the issues that most need to be discussed. Other trustees should learn from them and undertake any available training opportunities to improve their confidence and skills in looking at data.

The board recognises that it is accountable for the way in which resources are used and it is committed to carrying out this responsibility honestly, transparently and with integrity. The portfolio holders have delegated responsibility from the trust board to fulfil the responsibilities of the trust board as specifically itemised below. The portfolio holder will operate in accordance with the Academies Financial Handbook to maintain effective arrangements for the efficient deployment of school resources.

## **Best Value**

The board will ensure the principles of Best Value are followed when making decisions. The principles of best value are:

- Challenge – why, how and by whom an activity is carried out;

- Compare – performance against other schools and between parts of each school;
- Consult – involving stakeholders, especially pupils and parents;
- Compete – as a means of securing efficient and effective services.

## Matters of Urgency

These may be dealt with by the chair of the board and Principal and reported to the next meeting of the full board.

## Delegation

The board may use its powers to delegate functions and decisions to individual trustees. It is the overall board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)

## Levels of Delegation - Decision or Recommendation

D = **decision** to be taken by the portfolio holder and reported to the full trust board in the minutes.

R = the portfolio holder to make a **recommendation** to the full trust board, who will make the decision.

*Note from The Governance Consultancy Team: The level of delegated decision making given to a portfolio holder needs to be agreed by the full board. Full delegation (within legal requirements) is suggested within these terms of reference, but you may wish to set different levels with the portfolio holder making more recommendations and fewer decisions. Whatever you decide, make sure there is no duplication between the work of the portfolio holder and the full board. **All delegated decisions must be reported to the full board through notes from the portfolio holder.***

**Portfolio holders will undertake appropriate training in order to fully understand their role including, where possible and appropriate, joining relevant staff training to keep updated.**

## Premises, Security and Health and Safety

### Premises, H&S and Security Policies and Documents delegated to this portfolio:

- Lettings Policy (Statutory)
- Premises Policies
- Accessibility Plan (Statutory)
- School Emergency Plan / Business Continuity Plan
- Health and Safety Policy

To assist the principal and discharge the responsibilities of the trust board on matters relating to the school premises and grounds, security and environment.	D	KP KW
To ensure an annual inspection of the premises and grounds is carried out and reported; receive reports from staff and agree a statement of priorities for maintenance and improvement (with reference to the Asset Management Plan) for board approval.	R	KP
To review the security requirements of the setting annually and make recommendations to the board in line with professional advice.	R	KP KW
To monitor and evaluate safety outcomes (risk assessment reports/accident statistics/near misses.) Report any issues of concern to the board.	D	KW
To monitor that Risk Assessments, including an annual fire risk assessment, are up to date with a clear line of responsibility for procedures and actions.	D	KP
To ensure that there are agreed procedures for reporting any concerns (including an appropriate Whistleblowing Policy)	D	KW

To consider and agree (within delegated limits) the costs and arrangements for maintenance, repairs and redecoration within the budget allocation. Refer to the board any exceptional costs, or those in excess of delegated financial limits. Work with the principal to develop a long term plan for improving the facilities and premises for staff, pupils and any other visitors or users of the premises for approval by the board.	<b>D</b>	<b>KP</b>
To monitor the preparation, tender process and implementation of contracts, ensuring best value principles are adhered to. Ensure potential conflicts of interest are identified and appropriately managed.	<b>D</b>	<b>KP</b>
To ensure that all policies and procedures relating to health & safety, buildings and visits are reviewed and amended where appropriate.	<b>R</b>	<b>KW</b>
To agree a lettings policy.	<b>D</b>	<b>KW</b>
To agree, evaluate and review the school Accessibility Plan	<b>D</b>	<b>KP</b>
To recommend to the Trust Board reasonable adjustments to premises to improve disabled access.	<b>R</b>	<b>KP</b>
To ensure that clear Health and Safety checks and Risk Assessment details are outlined and complied with prior to Educational trips and visits. To receive a report of any issues on Educational trips or visits and ensure staff review the Policies in accordance. To ensure that Educational trips and visits meet the safeguarding requirements.	<b>D</b>	<b>KW</b>
To consider the advice and recommendations and the model Health and Safety Policy supplied by the Local Authority or Academy Advisers and to agree and keep under review a Health and Safety Policy for the school	<b>D</b>	<b>KW</b>
Review catering/school meals/ vending machines/ nutritional policy. Re-affirm food standards in line with statutory duties.	<b>D</b>	<b>KW</b>
Review the School Emergency Management Plan / Business Continuity Plan and report to the board	<b>D</b>	<b>KP</b> <b>KW</b>
Regularly review the premises aspects of the Risk Register and report to the board.	<b>D</b>	<b>KP</b>
Academy schools – ensure that, where appropriate, bids are made for Condition Improvement Funding (CIF) within the required timeframes	<b>D</b>	<b>KP</b>