

GOVERNORS' ESTATE MANAGEMENT COMMITTEE ("THE COMMITTEE")

1. Membership

- 1.1 Members of the Committee shall be appointed annually at the first meeting of the Governing Body in the Christmas Term and shall comprise:-
 - (i) the Chairman of the Committee appointed by the Governors.
 - (ii) at least three Governors, of whom one shall be the Link Governor for Health and Safety
 - (iii) The Headteacher shall be an ex-officio member of the Committee but may appoint a member of the senior management team to deputise for him on a temporary or permanent basis.
- 1.2 The Committee may co-opt up to two non-Governor members who will bring particular expertise or experience to the work of the Committee.
- 1.3 In the absence of the Chairman of the Committee those present shall elect a chairman for the meeting.
- 1.4 A student representative shall be entitled to attend meetings but shall not be entitled to vote.

2. Quorum

A quorum shall consist of not less than three Governors.

3. Remit

- 3.1 The Committee is responsible to the Governing Body through the Standing Committee.
- 3.2 The Committee shall be empowered to make decisions which will enable compliance with Governors' approved budgets and policies, legislation and regulation. The Committee shall have no power to pass resolutions to commit the Governing Body unless they are specifically empowered by resolution of the full Governing Body.
- 3.3 Specifically the Committee shall be responsible for:-
 - (a) reviewing the rolling long term vision for the School's buildings and grounds (The Building Maintenance and Development Plan).
 - (b) reviewing the medium term planned maintenance programme and making recommendations arising from the above.
 - (c) receiving reports from advisors via the Headteacher, the Finance Manager and the Premises Manager relating to the condition of the premises.

- (d) reviewing the School Environment section of the School Development Plan and overseeing its annual update.
- (e) approving overall plans for the spending of the School's maintenance, grounds and capital equipment budgets.
- (f) monitoring, where appropriate, all costings, tenders and contracts for maintenance and capital works so as to ensure value for money.
- (g) ensuring all appropriate available grants are obtained and all other sources of funding are exploited.
- (h) receiving reports from the Compliance officer for Health and Safety
- (i) reviewing the monitoring of the School's Health and Safety Policy and procedures.
- (j) reviewing and implementing the requirements of statutory enactments from time to time passed.
- (k) monitoring and advising the Whitechapel Trustees on matters relating to property investment.

4. Proceedings

- 4.1 The Committee shall meet at least once per term and at such other times as may be necessary. Meetings may be held in person or virtually, using a secure platform.
- 4.2 The Committee shall organise its proceedings in accordance with accordance with [Academy Trust Governance Guide](#).
- 4.3 The Committee shall make minutes of its meetings and signed minutes of all meetings shall be kept.
- 4.4 All minutes of the Committee shall be submitted to the Standing Committee who will be responsible for reporting on the issues discussed and decisions reached by the Committee and matters requiring formal resolution of the Governing Body.
- 4.5 Agendas and relevant papers for all meetings of the Committee should be sent so as to arrive seven days prior to the meeting. Minutes of Committee meetings should be circulated to members not more than 14 days after the meeting.
- 4.6 Copies of Committee agendas and minutes, except confidential items, shall be made available at the School and open to anyone for inspection. Confidential minutes of a matter considered at a Committee meeting will be circulated only to members of the Committee.

October 2024