

Central England Academy Trust



Operations Committee: Terms of Reference

Date agreed:

12th February 2025

Reviewed annually

Remit and Structure

The role of the Operations Committee is to be responsible for the Trust's health and safety and compliance matters, facilities / estate and asset management and staffing matters

Membership of the Committee will be a minimum of four Trustees. Members of the Trust's Executive Team will attend as appropriate.

These terms of reference may only be amended by the Board of Trustees.

Quorum

The quorum for a meeting of the Operations Committee, and any vote on any matter at such a meeting, shall be a minimum of 3 Trustees.

Frequency of Meetings and Functions

The Operations Committee will meet at least once every term.



The Operations Committee has delegated responsibility for:

Premises, health and safety

1. ensure that Trust safeguarding policies, procedures and training is effective and complies with the law at all times, having regard to statutory guidance Keeping Children Safe in Education.
2. To consider and action any concerns raised by LGBs in relation to the safety of pupils.
3. receive an annual health and safety audit report and monitor any arising actions
4. receive regular reports on accident statistics, near misses, incidents of violence or aggression
5. ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them
6. ensure that inspections of the trust premises and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues
7. monitor the health and safety training that staff and trustees undertake
8. agree, review and monitor premises management documents, including *Estate Vision, Estate Strategy (to include CIF bids and allocation of SCA for capital works) and Asset Management Plan*

Staffing Matters

9. review the staffing structure of the trust, ensuring that it meets the requirements of the trust development plan, the curriculum and is affordable
10. consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests)
11. review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates
12. oversee the operation of the appraisal policy, including approving Headteacher decisions in relation to the progression of teaching staff onto the upper pay range (UPR)
13. ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice
14. to receive information and analysis in relation to staff recruitment and retention across the trust

Other Responsibilities

15. to receive assurances about the compliance of Trust and school websites in line with statutory requirements
16. to receive summary information in relation to data protection across the Trust, including any breaches and actions taken
17. receive information about and approve Trust equality information and objectives (public sector equality duty) statement and monitor delivery
18. to receive summary information in relation to complaints made to the Trust, and review and approve the Trust complaints policy and procedure
19. review, adopt and monitor all policies delegated by the board, including: Data Protection Policy, Policy for Supporting Pupils with Medical Conditions, Trust HR policies including Appraisal Policies

Any serious concerns identified must be reported to the Board of Trustees.