

**WMAT Trust Board Central Services Committee  
2019-20 Terms of Reference**

**Committee Membership and Meetings**

1. The membership of this committee must be a minimum of 4 Trustees.
2. The membership of this committee shall be;
  - Mark Howarth
  - Janet Watts
  - Roger Corke
  - Ian Broome
3. Additional attendees can be invited to assist or advise on a particular matter or range of issues. Any board member may attend a meeting as an observer.
4. The membership will be agreed annually normally at the first meeting of the board in the autumn term.
5. The Chair shall be elected by the committee on an annual basis at its first meeting in the autumn term. If the Chair is absent from a meeting the committee will elect a temporary replacement. No employee or non-trustee can be a Chair.
6. The quorum for each committee meeting is fixed at 3 (2 must be Board members)
7. Only directors who are members of the committee may vote and where necessary, the committee Chair may have a second or casting vote.
8. The committee must meet at least three times each academic year, prior to Trust Board meetings, and as often thereafter as is necessary to fulfil its responsibilities.
9. The agenda and supporting papers are to be circulated at least 5 working days before each committee meeting. A formal record of the meeting will be maintained and this must be circulated to all Trustees.

**Purpose of Committee**

To assist the decision making of the WMAT, by enabling more detailed consideration to be given to the best means of fulfilling the WMAT Trust Board's responsibilities.

To ensure that the WMAT Central Services provision is managed effectively providing value for money and ensuring all our schools run in compliance with statutory obligations.

## **The Committee will be responsible for;**

### **Services**

1. To determine the scope of mandatory core services to be delivered by the WMAT on behalf of its academies
2. To monitor the effectiveness of the Central Services Provision in the WMAT (excluding School Improvement) and ensure it provides value for money.
3. To identify those additional services to be procured on behalf of individual academies.
4. To monitor and review utility contracts and measures to reduce energy consumption to ensure value for money.
5. To consider contracts for approval.
6. To review annually the insurance arrangements of the WMAT.

### **Health and Safety**

7. To ensure that health and safety regulations are followed in all the WMAT schools.
8. Ensure that an annual health and Safety audit is carried out.
9. To provide guidance to LGB lead H&S Governors to support the monitoring and implementation of Health and Safety regulation.
10. To monitor the Health and Safety arrangements in all WMAT sites including; fire safety, accidents, traffic management and educational off site visits.

### **Premises and maintenance**

11. To oversee arrangements including health and safety, for the use of the premises by outside users and monitor and approve the schools' premises hiring policy and review hire charges annually.
12. To develop school buildings strategy or master plan
13. To procure and maintain buildings, including developing properly funded maintenance plan.
14. To monitor and review WMAT maintenance needs for buildings and grounds, considering health and safety and curricular requirements.
15. to make recommendation to the WMAT Finance and Audit Committee on premises related expenditure.
16. To coordinate submission of capital bids.

### **Policy compliance**

17. ensuring that the WMAT has required statutory and operational policies and procedures and that they are being applied across the WMAT.
18. Monitoring and reviewing effectiveness of policies and procedures and make recommendations to the Trust Board about any issues or changes required.

### **Risk management**

19. To review those areas on the risk register delegated to the Central Services committee and agree actions to mitigate that risk.

#### WMAT Reporting

1. Policies approved
2. Contracts that need renewal over £500 in total.
3. Decisions taken
4. Issues of concern

#### Advising and requiring actions of Local Governing Bodies

Specific responsibility for the dissemination of information and actions required of Local Governing Bodies will be delegated to the Clerk to the WMAT. Local Governing Bodies will be required via that person to confirm actions taken.

#### Advising and requiring actions of Academy Schools

Delegated responsibility for informing and ensuring actions required by the committee are executed at individual school level will be through the Chief Executive Officer and recorded in the committee minutes.

**These Terms of Reference for the Central Services Committee of the WMAT were approved by The Trust Board of the WMAT on the 10<sup>th</sup> July 2019**

**Review Due July 2020.**