

## The Thinking Schools Academy Trust (“the Trust”)

### Operations Committee – Terms of Reference

#### 1. Constitution

- 1.1 The board of directors (the **Directors**) of The Thinking Schools Academy Trust (the **Trust Board**) hereby resolves to establish a committee of the Trust Board to be known as the Operations Committee (the **Committee**).

#### 2 Membership

- 2.1 The Committee shall have a minimum of three members and a maximum of six members. A majority of Committee members must be Directors of the Trust Board.
- 2.2 The Committee’s current members are:
- 2.2.1 Gerard Newman
  - 2.2.2 Derek Morrison
  - 2.2.3 Clive Star
  - 2.2.4 Peter Martin
  - 2.2.5 Ashley Hall
  - 2.2.6 Stuart Gardner
- 2.3 The Committee shall, at the first meeting of each academic year, elect a member to act as Chair of the Committee and a member to act as Vice Chair of the Committee. The term of office for the Chair and Vice Chair shall be one year, subject to re-election.
- 2.4 No person may act as Chair or Vice Chair unless they are also a member of the Trust Board.
- 2.5 Where the Chair is absent from a meeting, or there is a vacancy in the Chair, the Vice Chair shall act as Chair for the purpose of the meeting. Where both the Chair and Vice Chair are absent, the members present shall elect one of their number to act as Chair for that meeting.

- 2.6 The Operations Director shall ensure that a clerk is provided to take minutes at meetings of the Committee.
- 2.7 The Committee may invite attendance at meetings from persons who are not Directors or Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

### **3 Remit and responsibilities of the Committee**

- 3.1 The Committee shall be responsible for the matters set out in the Schedule.

### **4 Proceedings of Committee meetings**

- 4.1 The Committee will meet as often as is necessary to fulfil its responsibilities but at least three times a year.
- 4.2 Any two Committee members can request that the Chair convene a meeting by giving no less than 14 days prior notice.
- 4.3 The quorum for the transaction of the business of the Committee shall be a majority of the Committee members and no vote on any matter shall be taken at a meeting of the Committee unless the majority of members of the Committee present are Directors of the Trust.
- 4.4 Every matter to be decided at a meeting of the Committee must be determined by a majority of the votes of the members present and voting on the matter.
- 4.5 Each member present in person shall be entitled to one vote.
- 4.6 Where there is an equal division of votes the Chair shall have a casting vote.
- 4.7 A register of attendance shall be kept for each Committee meeting and published annually.

### **5 Authority**

- 5.1 The Committee is authorised by the Trust Board to:
  - 5.1.1 carry on any activity authorised by these terms of reference; and

- 5.1.2 seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.

## 6 Reporting Procedures

6.1 Within 14 days of each meeting the Committee will:

- 6.1.1 produce and agree minutes of its meetings;

- 6.1.2 provide a summary document identifying (i) decisions made, (ii) recommendations to the Trust Board, (iii) any items for the information of the Trust Board and (iv) items for further discussion by the Trust Board.

(together called the “**Committee Reports**”).

6.2 The Committee Reports can be agreed by Committee members by email.

6.3 The Committee Reports will be sent to the Trust Board within 21 days following each Committee meeting.

6.4 The Committee shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.

6.5 The Committee shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Trust Board.

## **7 Policies Review**

7.1 The Committee is authorised by the Trust Board to review and approve the following policies:

- 7.1.1 CCTV (shared with Governance & Compliance)
- 7.1.2 Health & Safety
- 7.1.3 Health & Safety Management System
- 7.1.4 School Condition Allocation
- 7.1.5 ICT Acceptable Use
- 7.1.6 ICT Monitoring
- 7.1.7 IT Refreshment
- 7.1.8 Mobile Device
- 7.1.9 Information Security
- 7.1.10 Systems Administration
- 7.1.11 Operations Uniform
- 7.1.12 Student 1:1 Device Policy
- 7.1.13 Student BYOD Policy

## **Schedule**

### **Responsibilities of the Operations Committee**

#### **Health & Safety**

- 1 To receive each term the relevant Head of Estates and Health & Safety's Health and Safety report and advise as necessary.
- 2 To monitor compliance with the Academies Health & Safety policies and statutory obligations under the Health and Safety at Work Act 1974.

#### **Asset Management**

- 3 To receive reports from the Head of Estates and Health & Safety on the management of assets including premises and their security.
- 4 To confirm that an asset recording system is in place, including an inventory and fixed asset register for each Academy.

#### **Facilities Management**

- 5 To receive reports from Thinking Facilities on the management and operation of the department across the Trust.
- 6 To determine the use of the Academies premises and grounds outside Academies sessions.
- 7 To ensure that the Academies premises are inspected on an annual basis and that a planned and costed statement of priorities is prepared and reviewed.
- 8 To ensure the responsibilities of the Trust Board under the Environmental Protection Act are met.
- 9 To advise the Trust Board on environmental issues to ensure the Academies are acting as a responsible institution in its duty to conserve energy, materials and with regard to the local community.

#### **ICT Management**

- 10 To receive reports from Thinking Technology on the management and operation of the department across the Trust.

- 11 To contribute to the formulation of the Trust's technology strategic plans, through the consideration of priorities and proposals, in consultation with the relevant Engineers and Managers within the agreed ICT principles.
- 12 To consider the plans of other committees on facility and ICT operation and management to report back and advise the Trust Board.
- 13 To determine the Trust wide ICT policies and oversee the process of moderation across the Trust.
- 14 To advise the Trust Board on ICT issues and developments to ensure the Academies are acting as a responsibly in their delivery and use of ICT including system and data security.

### **General**

- 15 Reviewing or investigating any other matters referred to the Committee by the Trust Board.
- 16 Drawing any significant recommendations and matters of concern to the attention of the Trust Board.