

GUILDFORD DIOCESE BOARD OF EDUCATION

BUILDING & ESTATES COMMITTEE

Terms of Reference

Composition of the sub-committee

Members of the committee will be appointed by the DBE on the basis of their skills and expertise in the following areas:

- Buildings & construction
- Architecture and Surveying
- Finance and accounting
- Planning and housing development
- Legal & charity sector
- A School Business Manager from a Church school

DBE officers in attendance

- School Buildings Manager
- Net Zero Project Officer
- The DDE (ex-officio)
- The DBE's Property Consultant

With the exception of the Chair, members of the committee do not have to be members of the DBE and can be co-opted onto the committee with the consent of the DBE.

The Chair of the Committee will be appointed by the DBE.

Members of the Buildings and Estates Committee may serve as members of the Joint Property Reference Group (JPRG) which is appointed by the DBF and DBE.

Length of term

Members of the sub-committee will serve a three year term which aligns with the DBE election cycle.

The Buildings and Estates Committee will provide oversight and scrutiny on behalf of the DBE in the following areas:

- All matters related to Church school buildings and estates
- The allocation of the School Condition Allocation (SCA) funding which supports building projects across the Voluntary Aided school sector
- The use of Devolved Formula Capital (DFC) funding and other capital funding grants
- Other programmes which involved the use of capital funding
- The use of UST funds for capital projects

The committee **does not act on behalf of Site Trustees** of school sites (normally GDBF or local trustees) however, it may offer guidance to DBE officers in relation to issues arising from school sites where legal advice may need to be sought.

The Buildings and Estates committee is accountable to the Diocesan Board of Education and reports directly to the DBE at each board meeting.

The DBE delegates decision making authority to the committee in the following areas:

- To review and allocate SCA and DFC funding to school building projects based on the priorities and condition of school buildings and within the financial thresholds agreed by the DBE
- To agree the project management fees (and the thresholds for when these fees are applied) by DBE officers to school building projects
- To agree the subscription fees for the DBE's service level agreements (PSSA, PSAA) to the Voluntary Aided (VA) and academy sector
- To scrutinise the level of income generation and expenditure undertaken by the DBE's buildings operation, recommending action to the DBE when necessary to ensure that the operation remains viable and fit for purpose
- To exercise the powers of the Diocesan Boards of Education Measure 2021
- To authorise one-off grants (not including SCA allocations), approvals, write-offs, fee collection related to school building projects up to a threshold (and not exceeding) £100K
- To hold DBE officers to account for operational matters and to challenge and support officers, acting as a critical friend

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