

INVICTUS

Education Trust

COMMUNITY USE POLICY

Approved by Board of Trustees

25 May 2021

To be reviewed by Board of Trustees

May 2023

Community Use Policy

Committee Approval Level	Board of Trustees
Policy Author/Responsibility	Chief Operating Officer – Julie Duern
Policy First Implemented	April 2020
Frequency of Review	Every 2 Years
Next Review Date	May 2021
Policy Approved by Committee	25 May 2021
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1.0 Introduction

Invictus Education Trust was formed in March 2015 and has six secondary schools.

School	Address
Crestwood School	Bromley Lane, Kingswinford, Dudley DY6 8QG
Ellowes Hall Sports College	Stickley Lane, Lower Gornal, Dudley DY3 2JH
Kinver High School	Enville Road, Kinver DY7 6AA
Leasowes High School	Kent Road, Halesowen, Birmingham B62 8PJ
Pedmore High School	Grange Road, Stourbridge, DY9 7HS
Wombourne High School	Ounsdale Road, Wombourne, WV5 8BJ

When the Trust was founded the responsibility and authority for its six sites was transferred over to Invictus Education Trust as part of the legal transfer under the 125-year freehold/leasehold agreement with Dudley Local Authority and South Staffordshire Local Authority.

Use of School Facilities

The Trust acknowledges and supports Sports England vision “To make England an active and successful sporting nation and its business objectives to achieve this are to ensure that more people start, stay and succeed in sport. In support of this, it wishes to promote school club links and community use of school sports facilities

In order to facilitate the Sports England vision – Invictus Education Trust will make available the sports facilities at all our schools (when their use is not required by the School) for hire/use by the local community in recognition of Sport England’s aim in promoting participation in sport and encouraging provision of sports facilities. Please refer to Invictus Education Trust Lettings Policy.

2. Definitions of Use

In this Policy the following words or phrases have the corresponding meanings ascribed to them unless the context otherwise requires:

- **Casual Use** Availability for any individual(s) or group to book the sports facilities at relatively short notice for use on a pay-as-you play basis between the times 5.30pm – 9.30pm during school term time.
- **Community Use Period** – between the times 5.30pm – 9.30pm weekdays during school term time. Weekends and School Holiday the premises will be available for community hire between 9.00am – 9.30pm
- **Facility** The full range of school facilities, please refer to Invictus Lettings Policy
- **Low Income** In receipt of Unemployment Benefit or Income Support
- **Marginal Costs** Staff costs and administration, heating, lighting, cleaning and routine maintenance, publicity, insurance premiums, non-capital equipment
- **Peak Use Period** 5.30pm – 9.30pm weekdays and 9.00am - 4.00pm weekends
- **People with Disabilities** All Registered Disabled people
- **School Core Time** 8.00am – 5.30pm weekdays during School term time
- **The Premises** The land and buildings provided for and essential to the educational purposes of the School
- **Sports Development Programme** A programme of activities aimed at (i) attracting and retaining the interest of new participants in sport with the overall objective of establishing new clubs or

encouraging new participants to join established clubs and (ii) maintaining the quality of provision for regular/established participants

- **Priority Groups** Those categories of persons identified in Clauses 4.2.1 to 4.2.7
- **Young People** Males and females on the School rolls

3. Aims

Invictus Education Trust hereto agree to develop the sports facilities in order to pursue the following aims:

3.1 To increase and improve the quality of sporting and physical activity opportunities for the students of the School and wider trust in curricular and extra-curricular sports activities

3.2 To provide opportunities for local people and sports organisations to participate in sport and physical activity and to develop their skills particularly among low participant groups

3.3 Where appropriate to establish the School as a Community Sports Hub in their local area to support voluntary sectors groups to help raise standards of coaching education and training administration volunteering and performance pathways in Dudley & South Staffordshire.

3.4 To contribute towards ensuring that the aims of Trust Sport & Recreation Strategies are met.

4. Objectives

In accordance with the above aims, the use of school buildings will have the following objectives:

4.1 To maximise use of the sports facilities during term time and the School holidays between 9.00am and 9.30pm each day

4.2 To give priority use to Sports Development programmes during the Community Use Period. These programmes may include (i) opportunities for beginners, for people wishing to improve their sporting skills via programmes of coaching and competition and training for players, coaches and officials (ii) specific activities aimed at attracting new participants to a range of sports from the following priority groups:

4.2.1 Organised club sessions

4.2.2 Coaching courses

4.2.3 Adult education courses

4.2.4 16 and under

4.2.5 45 and over

4.2.6 Girls and women

4.2.7 Lower socio-economic groups

4.2.8 Black and Ethnic Minorities

4.2.9 People with Disabilities

4.2.10 Other specified target groups agreed between the parties to this Policy and (i) always a balanced programme of use which satisfies school curriculum and extra-curricular sports needs and further provides for a wide range of community sports (where feasible) including provision for:

4.2.11 Sports Development Initiatives

4.2.12 Casual Use

5.0 Targets for Community Use

Invictus Education Trust to use its best endeavours to achieve the targets as set out in this policy

6. Marketing & Promotion

Invictus Education Trust will be responsible for and will meet the cost of the Trust's marketing and promotion of the sports facilities at its schools. The Trust will ensure that any external marketing by clubs/group and sport associations will be first approved by the Trust to ensure it meets the objectives and aims of this policy. The cost of external marketing will be met by the relevant hirer of the facilities.

7. Management

Invictus Education Trust will be responsible for the Facilities at its schools and will resource manage and routinely maintain the facilities in a manner that will allow achievement of the agreed targets.

This will include:

7.1 The appointment of the Facilities & Operations Manager employed by the Trust, who shall have responsibility for managing the school facilities across the Trust and have an adequate programme budget at his/her disposal for publicity and hiring of sessional staff

7.2 Will make available the sports/school facilities on the occasions and times herein specified for community use and use by the School

7.3 Will provide heat light water and such other amenities as required for the school/sports facilities and its intended use

7.4 Will be responsible for account for the cost of gas, fuel oil, electricity, water rates and taxes the cost of which may be attributable to such use of the school/sports facilities

7.5 Will insure and keep insured the school/sports facilities against all usual commercial risks including public liability in its full reinstatement value

7.6 Will effect repairs and make good accidental damage arising out of or occasioned by the use of the school/sports facilities or in the event of damage by an insured risk

7.7 Will establish a Lettings Policy framework for managing and operating the Trust facilities during periods allocated for community use and for use by the School. Within the financial constraints this framework should seek to enable:

7.7.1 A policy of affordable pricing based on similar Trust run facilities which clearly demonstrates the capability of achieving the targets for community use defined above

7.7.2 The promotion and forward planning of developmental activities at times which best suit the Priority Groups

7.7.3 Equal opportunities of access for the principal use groups

7.7.4 Flexibility to extend access beyond the defined Community Use Period provided that this does not adversely affect the School curriculum requirements.

7.7.5 An easy and accessible booking arrangement for Casual Use with reasonable prior notice

7.7.6 Regular review of the programme and in particular organised club bookings during the first three years of operations of the sports facilities under this Policy

7.7.7 Implement the Sports Development Programme

8. Finance

8.1 Invictus Education Trust shall be free to enter into agreements for making available the sporting facilities/school premises to other persons or bodies on such terms and at such costs as they may in their discretion determine.

8.2 Where it is clear that the Marginal Costs of operating community use of the school/sports facilities will be recovered, the Trust agrees to utilise any such money recovered:

8.2.1 To maintain the use of the facilities for school and community use

8.2.2 To cover manpower costs relevant to the management/maintenance of the facilities

8.2.3 To maintain the stock of sports equipment for use in connection with the sports facilities.

9. Monitoring & Evaluation of Use

9.1 Invictus Education Trust will annually review the use of facilities across the Trust inline with the review of its Lettings Policy. The aims and objectives set out in Clauses 3 and 4 of this Policy shall be reviewed on a regular basis by Invictus Education Trust

10. Duration of Policy

This Policy may remain in force for a period of 10 years from the date hereof and be subject to review on a bi-annual basis. If upon review it is apparent that Community Use is no longer sustainable at Invictus Education Trust or one of its sites, the Trust shall provide 6 months-notice to the community/clubs/persons etc. of their intention to withdraw from this Policy. If at the expiry of this Notice Period, the use of the school/sports facilities remains unsustainable, the Policy shall be annulled.

12. Variations

This Policy may only be varied in writing by a document executed by Invictus Education Trust

14. No Agency

Nothing in this Policy shall be construed as creating a partnership, a joint venture, a contract of employment or a relationship of principal and agent between the parties hereto.

SCHEDULE 1

School Facilities

Comprising of Sports Hall, Floodlit All-weather Courts, Grass Pitches, School Hall, Theatres, Classrooms and Specialist Rooms,

SCHEDULE 2

The Targets

1. A minimum of 30 hours per week of actual community use throughout the year (with higher levels of use during School holidays) within which a minimum number of hours per week should be designated for each of the following:

1.1 A minimum of 10 hours per week during the Peak Use Period for Casual Use

1.2 A minimum of 10 hours per week for Sports Development Initiatives aimed at the Target Groups

2. Promotion and establishment of a structured programme of Sports Development Initiatives aimed at and sensitive to the needs of each Target Group. A varied range of sports activities should be included within the programme

3. Priority booking for organised clubs to be given to those who have or are developing 10 active junior sections

4. Use of the Facility by the Trust to become self-financing in terms of recovering the Marginal Costs of operating community use.