



**Watford Grammar School for Girls**

# **Sustainability Policy**

<b>This policy adopted by Board of Trustees</b>	<b>27<sup>th</sup> February 2024</b>
<b>Next review date</b>	<b>February 2026</b>
<b>Committee Responsible</b>	<b>Resources Committee</b>

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## 1. Purpose, Scope and Principles

### 1.1. Purpose

The Board of Trustees and Senior Leadership of Watford Grammar School for Girls are committed to achieving net zero by 2035 and becoming a sustainable school. This is in line with the DfE policy - Sustainability and climate change: a strategy for the education and children’s services systems April 2022.

This policy reflects our belief that effective sustainable management of the school estate contributes positively to the success of the school and the wider school community. This document sets out how the policy will be implemented; the organisation, roles and responsibilities of those involved; and summarises the arrangements for managing the process of becoming a sustainable school.

The Board of Trustees and the Leadership Team of the School are committed to ensuring that Watford Grammar School for Girls will become sustainable. We aim to:

- Make sure that all reasonable steps are taken to reduce our carbon output and to become net zero.
- Establish and maintain monitoring systems to judge the success of the WGGGS Sustainable School Initiative.
- Provide and maintain a school environment that focuses on reducing our consumption of energy and materials.
- Develop a Sustainable Mindset that is embodied by all stakeholders and is embedded within the school’s curriculum.
- Ensure all new projects take into account the environmental impacts of our actions and aim to have minimal impact on the environment.
- Investigate all options for further reducing our energy use, paper consumption and use of plastic across the school estate.

## 1.2. Scope

This policy applies to all staff, pupils, visitors and other users of the premises. It aims to show how the Board of Trustees, Senior Leadership Team and Sustainability Lead fulfil the aims outlined in Sustainability and climate change: a strategy for the education and children's services systems policy documents.

This policy will be brought to the attention of all members of staff, contractors, sub-contractors and stakeholders. The success of this policy depends on their cooperation, so it is important that everyone understands the arrangements and their role in implementing them properly.

A copy of this sustainability policy is publicly available on the school website. A reference copy together with associated energy consumption records and paperwork is kept by the Sustainability Lead.

## 2. Legislation and Guidance

The following guidance was used in writing this policy:

- [Sustainability and climate change: a strategy for the education and children's services systems - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/sustainability-and-climate-change-a-strategy-for-the-education-and-childrens-services-systems)

## 3. Responsibilities

### 3.1. Responsibility chart



Watford Grammar School for Girls Board of Trustees has overall responsibility for sustainability at the school.

**3.2. The Board of Trustees** is responsible for ensuring as a school we are achieving the sustainability goals set out in Appendix 1 and the school is on track to be net zero by 2035. This includes taking action to:

- Monitor and review energy consumption across the estate.
- Ensure adequate resources for becoming net zero are in place.
- Ensure plant, equipment and systems of work are as sustainable and carbon neutral as possible.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone with regards lowering our consumption of resources.
- In their critical friend role, maintain an interest in all sustainability matters
- Regularly review and monitor the effectiveness of this policy.

**The Sustainability Trustee is Mr J Hughes.**

## **The Sustainability Lead is Mrs V Brummerstadt.**

The Sustainability Trustee has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback to the Trustee Body. They will meet termly (remotely or in person) with the school Sustainability Lead.

The Trustee Body will receive regular reports from the Sustainability Lead to inform decisions on providing and prioritising resources for achieving Net Zero when appropriate. This will be done through the Headteachers report or via representation by the Sustainability Trustee at the Resource Committee meeting.

If necessary, the Trustee Body will seek specialist and competent advice on Sustainability and Net Zero.

**3.3. The Sustainability Lead** is responsible for the day-to-day management of sustainability across the school and the achievement of Net Zero. This includes taking action to:

- Promote a sustainable culture in school and ensure the Sustainability Implementation Plan is completed.
- Devise, communicate and implement Net Zero procedures seeking to ensure everyone understands and cooperates with the school's Sustainability Initiative.
- Ensure that energy and material consumption rates are reviewed half termly and oversee intervention where needed if consumption rates increase.
- Ensure all staff are competent to carry out their roles and are provided with appropriate information, instruction and training.
- Report to the Board of Trustees on Sustainability performance and any concerns or issues, particularly those with funding implications.
- When necessary, seek advice from other organisations or professionals, such as the UK Sustainable Schools Network etc.
- Monitor purchasing and contracting procedures to ensure Sustainability and Net Zero considerations are included in specifications and contract conditions.
- Monitor the procurement of energy to ensure the suppliers are offsetting carbon at source where possible.
- Liaising with the Eco Committee (a student group dedicated to sustainability led by the Head of Geography) and the Eco Champions (attached to each form) for support with raising awareness and delivering projects with regard to sustainability.

**3.4. The Headmistress, Senior Leadership Team and Site Manager** supports the Sustainability Lead in their role. This includes taking action where appropriate to their respective roles to:

- Ensure monitoring is accurate, fit for purpose and reviewed annually.
- Deal promptly with any unsustainable and carbon producing practices, equipment or building issues and report to the Sustainability Lead if they remain unresolved.
- Provide leadership, guidance and support to staff on sustainability issues.
- Keep up to date with new developments in sustainability issues for schools.
- Carry out investigations into alternative energy sources and other methods of becoming Net Zero by 2035.
- Ensure any contractors on site are taking into account the environmental impacts of their actions and working in a sustainable manner.

3.5. The Sustainability and Environment Group (SEG) are expected to carry out the following in respect to their specific roles:

- Apply the school's Sustainability policy to their department/ area of work.
- Ensure staff they work with are aware of and follow relevant guidance outlined by the Sustainability Lead within their work areas.
- Ensure sustainable working procedures are brought to the attention of all staff they work with.
- Carry out regular inspections of their areas of responsibility and report/ record the findings.
- To support the Sustainability Lead through discussions and supporting the sustainable practices discussed during meetings.

3.6. All employees have a responsibility to:

- Work in as sustainable a manner as possible through reducing the use of energy and consumption of single use items.
- Comply with the school's Sustainability policy and procedures.
- Co-operate with school leadership on all matters relating to Sustainability and Net Zero.

## APPENDIX 1: WGGGS Sustainability Goals

- To recycle 100% of all recyclable material by 2030.
- To reduce our energy consumption by 5% per year until 2030.
- To become carbon neutral and offset all our carbon emissions by 2030.
- To reduce our paper consumption by 70% by 2030.
- To develop our own sources of renewable energy by 2030.
- To remove all single use plastic from the school and use only recycled/reusable plastic by 2030.
- To ensure all materials bought by the school are carbon neutral and recyclable by 2030.

## APPENDIX 2: Trustee Sustainability Update November 2023

This is a headline summary of what has been achieved in 2022-23 regarding sustainability. A full report can be provided by the Sustainability Lead.

### Headlines:

- Electricity consumption is down 13% which is the equivalent of 8 homes worth.
- Gas consumption is down 18% which is the equivalent of 4 homes worth.
- This is a saving of £50,000 and was primarily achieved through awareness campaigns and turning on the heating later.
- All Electricity and Gas procurement was renewed in July, and we moved most of the energy supply over to Eon. Next we source all electricity from renewables and offset Gas production, this means  $\frac{3}{4}$  of our energy is Net Zero at source.
- Paper consumption was 2.6 million sheets last year and we are targeting a 10% reduction in this area. We are currently down by 20% (the equivalent of 6 trees).
- Staff are still however leaving lights and projectors on around the school; reminders have been sent out and the Eco-Champions are on the case.
- A curriculum review has been carried out to see where Sustainability and Environmental Issues are taught.
- Each form now has an Eco-Champion who can be identified by the Green Badge they wear on their blazers.
- After consultation 7 sustainability goals have been agreed with the aim to complete them by 2030. The goal is to be Net Zero by 2030.
- All targets from the 2022-2023 Action Plan were met.
- There were a range of additional successes – Windows were upgraded, uniform suppliers were questioned about ethical manufacturing, LED lights have been installed throughout the school, a Stationary recycling scheme has been established and electric tools are being used by the site team instead of petrol.

### The focus for 2023-2024 is:

- All stakeholders will know and understand what sustainability is and what the WGGGS Sustainability goals are.
- Energy consumption will be reduced by a further 5% on last year's level.
- Paper consumption will be reduced by 10% based on 2022-2023 levels by the end of this academic school year.
- Develop the role of Eco-Champions and Eco Committee from within the student and staff body.
- Develop a school sustainability statement and policy.

## APPENDIX 3: SUSTAINABILITY AND ENVIRONMENT GROUP (SEG) – TERMS OF REFERENCE

### Overview

To be a forum for all matters relating to the sustainability initiative. SEG will assist in the dissemination of good practice throughout the school and wider school community. The Trustees have responsibility for Sustainability and Net Zero in the school and have the power to ensure that its Sustainability policy is carried out in-school and on all school activities. The Trustees, through the scheme of delegation place responsibilities on the Sustainability Lead, Headmistress, SLT and individual employees to ensure that it is meeting its own responsibilities.

### Terms of Reference

1. To assist the Sustainability Lead in discharging the school's responsibilities as defined by this policy.
2. To help develop and review the school's Sustainability Policy, and arrangements in line with the DfE's general policy.
3. To provide a mechanism for staff representatives to raise concerns regarding sustainability and the environmental impact of school activities.
4. To make recommendations to the Resources Committee of the Trustee Body regarding changes to the Sustainability policy and procedures.

### Tasks

To meet the terms of reference, SEG will undertake the following tasks:

1. Ensure the school's Sustainability Monitoring Systems continue to be fit for purpose and operate satisfactorily at all levels.
2. Review annually the schools Sustainability policy in light of guidance from the Local Authority and DfE.
3. Receive annually, in the autumn term, a report from the school's Sustainability Lead on Sustainability Matters and Net Zero Goals within the school and act where necessary in response to the report.
4. Provide an opportunity for staff and Union representatives to raise matters of concern and to act where necessary.

### Membership of the Sustainability and Environment Group

**All meetings of SEG will be open and in addition to the Sustainability Lead, Sustainability Trustee and Site Manager participation by the following staff will be welcome:**

- Headteacher/Deputy Headteacher
- Business Manager
- Non-Teaching Staff Representatives
- Teaching Staff Representatives

- Student Representatives - Student Council are invited to send a representative to group meetings.
- Frequency of Meetings: The group will meet once a term. Meetings will be chaired by the Sustainability Lead.
- The current set up of the SEG comprises members from the following departments: Site, Reographics, Science technicians, IT, Innovate, interested teachers (MFL and Maths currently)