

Programme Board for Education Space – Terms of Reference

November 2025

The established vision of the Programme Board for Education Space (PBES) is:

To develop an estate that continuously provides teaching, learning and examination facilities for staff and students that are fit for purpose for a world-class institution now and in the future and which are used efficiently.

The purpose of PBES is to:

- Define the University's vision for education space, and to work with the [Estates Division](#), [University Information Services](#) and Schools, Faculties and Departments.
- To stimulate collaboration across the University; prioritise the development of areas most in need.
- To advocate to Estates the requirements of those engaged in education, and to set the operating standards, which can be implemented in new builds and monitored in current spaces.

Following adoption of the Strategic Estates Framework, PBES will have a significant role to play in relation to the Principal Programme Board supporting education initiatives within the capital programme and interact significantly with the Estates Committee.

PBES was created in 2017 to encourage the efficient and creative use of the spaces within the University, to share good practice around education space, and to develop the information infrastructure that will help us to deliver a world-class, education-centred estate.

Membership

Pro-Vice-Chancellor Education (Chair of the Board)

Pro-Vice-Chancellor Strategy and Resources

Academic Secretary

Director of Estates

Nominees from Estates senior team

Deputy University Librarian

Deputy Director UIS or other Director nominee

Communications representative

Representatives from each School

Student representative

Deputy Director, Education Space (Education Services)

Secretariat support

Remit

The Board sets and regularly reviews the University's education space priorities and oversees expenditure (including funding allocated by PRC) on improvements to education spaces. It also monitors progress on the development and roll out of education technology including new systems supporting teaching and examinations in the University, for example relating to timetabling, room booking, examination and other IT support. The Board has created a vision for education estates across the University, both centrally-managed as well as department-based space, and periodically conducts audits and surveys to assess progress against the vision. The Board is accountable to the General Board and has links with the Estates Committee. PBES is consulted by many other groups as it offers an important perspective on issues, expertise and priorities relating to education space within the University.

Working with other professional services and academic staff, the Board's activities also include:

- **Consultation and feedback** We are seeking the views of Schools, faculties, and departments on education space at Cambridge. Members of the Programme Board will consult students and colleagues to inform our plan of action.
University members can submit their views to estate.communications@admin.cam.ac.uk
- **Data-gathering and modelling** We are collecting as much information as possible about educational need and current patterns of space usage, and developing better modelling tools to process that data, to ensure that our recommendations are based on robust evidence.
- **Identifying and sharing good practice** We are gathering examples of good practice, successful projects and innovative ideas around education space, from across the University and beyond, and sharing them on the education space website

Updated November 2025