

# Terms of Reference for the Site Development Committee of the Governing Board of King Edward VI Community College

## Membership:

Julian Carnell (Parent), Wendy Ormsby (Co-opted), Alan Salt (Ex-Officio Head), Jon Rae (Parent), Andrew Waterman (Co-opted), Jim Lodge (LA), Karen Sewell (Co-opted) and Michael Young (Foundation)

## Associate members:

None

## Quorum:

Minimum of 3

## Chair of Committee:

Julian Carnell

## Clerk of Committee:

Yvette Elliott

## Meeting dates for the academic year:

Tuesday 10<sup>th</sup> November 2020

Tuesday 9<sup>th</sup> February 2021

Tuesday 11<sup>th</sup> May 2021

Agreed at meeting of the full governing board on: *15<sup>th</sup> September 2020*

Review date: *September 2021 FGB House-keeping Meeting*

Signed by the Chair of Governors (Jim Lodge):

Date:

## **Withdrawal**

Any governor/trustee or associate member employed to work at the school, other than the headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed. Any governor/trustee or associate member must withdraw where there may be a conflict of interests with items declared on the 'Register of Business Interests' form. The clerk must withdraw if his or her pay or performance is being discussed.

## **Matters of Urgency**

These may be dealt with by the chair of governors, chair of the committee and headteacher and reported to the next meeting of the committee or full governing board.

## **Delegation**

Governing boards may use their powers to delegate functions and decisions to committees or individual governors. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)

The governing board recognises that it is accountable for the way in which resources are used and it is committed to carrying out this responsibility honestly, transparently and with integrity. The committee has delegated responsibility from the governing board to fulfil the responsibilities of the governing board as specifically itemised below. The committee will operate in accordance with the provisions of the Schools Financial Value Standard (SFVS) to maintain effective arrangements for the efficient deployment of school resources.

## **Best Value**

The governing board will ensure the principles of Best Value are followed when making decisions. The principles of best value are:

- Challenge – why, how and by whom an activity is carried out;
- Compare – performance against other schools and between parts of each school;
- Consult – involving stakeholders, especially pupils and parents;
- Compete – as a means of securing efficient and effective services.

## **Levels of Delegation - Decision or Recommendation**

D = **decision** to be taken by the committee and reported to the full governing board in the minutes.

R = the committee to make a **recommendation** to the full governing board, who will make the decision.

**Policies and Documents delegated to this committee:**

- Strategic Site Development Plan

**Duties which are delegated to this governor / trustee/ this committee:**

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<p>In consultation with the headteacher and business manager and taking into consideration:</p> <ul style="list-style-type: none"> <li>• available resources</li> <li>• sustainability of commitments</li> <li>• the school improvement plan (or school development plan)</li> <li>• forecast pupil numbers</li> <li>• anticipated contractual liabilities</li> <li>• other relevant factors</li> </ul> <p>the committee (governor) to scrutinise and support the implementation of the Site Strategy as agreed at the October 2018 FGB, and make recommendations to the FGB on strategic decisions regarding</p> <ul style="list-style-type: none"> <li>• development priorities</li> <li>• options for site development</li> <li>• releasable assets</li> <li>• the strategic master plan</li> <li>• Budgeting for site development</li> <li>• communication and engagement planning</li> </ul> <p>as outlined in the Strategy.</p>	R
<p>In consultation with the headteacher and business manager and taking into consideration the allocated budgets</p> <p>Engagement of professionals</p>	D