



Adopted by New Build Committee on 15.9.2021 Item 4a

Committee Terms of Reference and Delegated Powers New Build Committee

Role

The New Build Committee is established to provide governance and oversight of the strategic and operational goals of the school's approach to delivering the new school build as part of the Government's School Rebuilding Programme.

The New Build Committee will report into the Whitley Bay High School Full Governing Body, with delegated authority to allow the committee to function efficiently, as required. Any decisions taken by the committee under its delegated powers will be noted in the minutes and reported to the Full Governing Body at its next meeting.

Term

Terms of Reference are effective from September 2021 and will continue until otherwise agreed by Governing Body members.

Membership

The New Build Committee will comprise

- Simon Corbett (Chair) Parent Governor
- Peter Berry (Chair of F & P) Co-opted Governor
- Lawrence Fletcher (Member of F & P) Parent Governor
- Peter Lilley (Member of F & P) Co-opted Governor
- Janice Burrow (Member of C & SA) Staff Governor
- Nick Wright (advisory) (Vice Chair of F & P) Co-opted Governor
- Helen Thompson (Chair of GB) Co-opted Governor
- Steve Wilson (Headteacher)
- Andy Sherlaw (Deputy Headteacher)
- Linda Buckle (Deputy Headteacher)
- Natalie Thorne (School Business Manager)

Roles and Responsibilities

The New Build Committee is accountable for:

- working with the school to ensure the strategic outcomes of the school are maintained throughout the new build project and that the project delivers the future strategic aims of the school;
- ensuring the measures in place to support the health, safety and wellbeing of staff and students are appropriately defined, communicated and adhered to throughout the build activity;
- keeping up to date with emerging developments and advice from all recognised sources involved in the new building;
- reviewing the implications of requirements and advice from the DfE, Local Authority and contractors to support the school;
- supporting the school in maintaining effective communications with all relevant stakeholders;
- advising the Chair of Governors, Full Governing Body and any relevant sub-committees on any necessary actions requiring their consideration, approval, review or implementation;
- monitoring and managing factors outside the school's control that are critical to the success of the new build; and
- ensuring that the requirements of good governance are maintained for the duration of the new build activities.

The membership of the committee will commit to:

- attending all scheduled New Build Committee meetings
- sharing all relevant communications and information across all committee members
- making timely decisions and taking action so as to not hold up the project
- notifying members of the committee, as soon as practicable, of any risks or issues that may impact the delivery of the programme

Members of the committee will expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner
- to be given reasonable time to make key decisions
- to be alerted to potential risks and issues that could impact the project, as they arise
- open and honest discussions, without resort to any misleading assertions

Meetings

All meetings will be chaired by the Chair or Vice-Chair.

A meeting quorum will be either the Chair or Vice Chair and three other voting Governor members.

Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the Chair makes the final decision. Only Governor members of the committee have a right to vote.

Any possible conflict(s) of interest relating to the agenda must be declared by members at the start of each meeting.

Meeting administration will be provided by the Clerk to the committee, this includes:

- preparing agendas and supporting papers. Agenda items will be set by written submission by members to the Clerk to the Governing Body at least seven days prior to the meeting and will be approved by the Chair in advance of the meeting.

- preparing meeting notes to record the names of those attending, time and place of meetings and any decisions, action points or recommendations to be made to the Governing Body, clearly indicating which are decisions and which are recommendations. Recommendations must be framed in such a way as to offer the Governing Body clear proposals or alternatives to debate and upon which to take decisions.

Minutes of committee meetings will be submitted at the next available Full Governing Body meeting and be made available via the Whitley Bay High School SharePoint site.

Items which require a decision by the Full Governing Body will be specified in the committee's agenda.

Meetings will be held every 4-6 weeks for one hour at Whitley Bay High School or virtually over MS Teams or Zoom.

If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members and the school.

The normal procedures and regulations appertaining to the Full Governing Body shall also apply to the committee.

Amendment, Modification or Variation

Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the committee members.

Dated: September 2021