

CAPITAL BUILD WORKING PARTY TERMS OF REFERENCE

Purpose of the Working Party:

1. To engage with the Department for Education (DfE) on the development of the Capital Building Project and associated works on behalf of the Board.
2. To make decisions on behalf of the Board to facilitate responding to DfE requirements in a timely manner.
3. To advise the Board of the DfE requirements, responses and decisions made on their behalf.
4. Items that fall within the non-delegable responsibilities of the Board, specified in Schedule 2, Article 9, (Specifically item c. Responsibility for ensuring the solvency of the institution and the Corporation and for safeguarding their assets) will be referred to the Board for decision.

Membership:

- Is made up of at least 1 (one) governor, The Principal and The Deputy Principal of Finance & Planning
- members can be co-opted by approval of the Governance Committee, where it is felt necessary to extend the skills of this Working Party
- will be quorate at meetings with an attendance of at least The Principal (Accounting Officer) and 1 (one) other Governor.
- the Chair of the Working Party shall be chosen from the membership of the Working Party and in their absence the Working Party shall be chaired by the attending Governor (not inc. the Principal)

Accountability:

- the Chair of the Working Party (or when unable, the Principal) will report to the Board at its meetings, providing draft minutes and a verbal summary of discussions and papers where appropriate.

Review:

- terms of reference should be reviewed annually in Summer Term

Meetings:

- the Working Party will meet as required
- meetings will be held at Stanmore College or via College online secure technology
- minutes will be taken
- minutes will be approved and signed by the Chair at the following meeting.

Clerking:

- by request of the Working Party
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Valid from November 2023 – July 2024

Approved by the Board 12 December 2023